DISCLAIMER

The information contained in Victoria University’s 2008 Faculty of Workforce Development Handbook was current at 31 August 2007.

In today’s university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University’s courses, readers are advised to access the University’s online courses database at www.vu.edu.au/courses

If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

IMPORTANT INFORMATION

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

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

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

The courses and subject details are listed according to the nine schools within the Faculty of Workforce Development. Some courses are listed as being delivered directly by the faculty (see the Faculty Delivered section in this handbook).

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

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

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

OTHER INFORMATION

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

Below are details of courses offered by the School of Accounting, Financial and Library Studies in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

CERTIFICATE II LIBRARY/INFORMATION SERVICES
Course Code: CUL20104

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

Campus
Footscray Nicholson Campus and Flexible Delivery options.

Career Opportunities
Library Attendant or further study.

Scope of Delivery
Library Studies offer a range of study options, full-time or part-time.

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

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of 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 full-time or part-time equivalent.

Course Structure

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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 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 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.
FACULTY OF WORKFORCE DEVELOPMENT

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.

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<tr>
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</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.

Recognition of prior learning may be available based on 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 and 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.

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</tr>
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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’s in Library and Information Agency settings.

Entry Requirements
To qualify for admission to the course, applicants must have year 12, or be able to demonstrate to the satisfaction of the Head of 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 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 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.

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<tr>
<td>CULLB412B</td>
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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

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB001A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY</td>
<td>60</td>
</tr>
<tr>
<td>CUEOH501B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>CUEFIN02B MANAGE A BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>CULLB506B CATALOGUE AND CLASSIFY MATERIAL</td>
<td>100</td>
</tr>
<tr>
<td>CULLB501B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS</td>
<td>80</td>
</tr>
<tr>
<td>CULLB508B MONITOR AND ENHANCE INFORMATION ACCESS</td>
<td>50</td>
</tr>
<tr>
<td>CULLB505B ANALYSE AND DESCRIBE INFORMATION MATERIALS</td>
<td>30</td>
</tr>
<tr>
<td>CUVADM50A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS</td>
<td>60</td>
</tr>
<tr>
<td>CULLB701B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>CULLB708B MANAGE INFORMATION ACCESS</td>
<td>40</td>
</tr>
<tr>
<td>CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL</td>
<td>60</td>
</tr>
</tbody>
</table>

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

Course Code: FNS40104

No intake for 2008

Campus: Footscray Nicholson Campus

Career Opportunities
When you graduate, you will be qualified to work as 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>FNSICGEN301A COMMUNICATE IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302A USE TECHNOLOGY IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304A APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</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.
- The choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.
- If Tier 2 ASIC compliance is sought, the ASIC aligned units FNSASIC301A and FNSASIC302A must be selected. These two units are aligned to AQF levels III and IV.

For further information regarding these courses, contact the School at financialservices@vu.edu.au.
DIPLOMA OF FINANCIAL SERVICES (I)

Course Code: FNS50104

Campus: Footscray Nicholson Campus

Career Opportunities
When you graduate with the Diploma, you will be qualified to work in customer service, financial services 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>
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<td>30</td>
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<tr>
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<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
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</tr>
<tr>
<td>FNSICIND401A</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>FNSACCT404A</td>
<td>MAKE DECISIONS WITHIN A LEGAL CONTEXT</td>
<td>60</td>
</tr>
<tr>
<td>FNSICSAM401A</td>
<td>SELL FINANCIAL PRODUCTS AND SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>FNSICOMP401A</td>
<td>CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK</td>
<td>40</td>
</tr>
<tr>
<td>FNSCRDT401A</td>
<td>EVALUATE CREDIT APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>FNSCRDT402A</td>
<td>SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE</td>
<td>20</td>
</tr>
<tr>
<td>FNSICOMP402A</td>
<td>FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS</td>
<td>20</td>
</tr>
</tbody>
</table>

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.

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.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure

Unit Code               Hours
Core Units of Study
BSBADM408A  PREPARE FINANCIAL REPORTS  40
BSBCM308A  MAINTAIN FINANCIAL RECORDS  60
FNSICACC304A  PREPARE AND BANK RECEIPTS  10
FNSICACC306A  PROCESS JOURNAL ENTRIES  10
FNSACCT407A  SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM  80
FNSICGEN301A  COMMUNICATE IN THE WORKPLACE  30
FNSICGEN302A  USE TECHNOLOGY IN THE WORKPLACE  50
FNSICGEN304A  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE  25
FNSICIND401A  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY  30

Sectoral Core Units of Study
FNSACCT502A  PREPARE INCOME TAX RETURNS  60
FNSACCT503A  MANAGE BUDGETS AND FORECASTS  50
FNSACCT504A  PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY  60
FNSACCT506A  IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES  40
FNSACCT507A  PROVIDE MANAGEMENT ACCOUNTING INFORMATION  60

Elective Units of Study
FNSACCT501A  PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION  60
FNSACCT401A  PROCESS BUSINESS TAX REQUIREMENTS  50
BSBADM404A  DEVELOP AND USE COMPLEX SPREADSHEETS  20
FNSACCT404A  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, Part-time

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

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

Selection Procedures/Selection Criteria
Applicants will be assessed by 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.

Course Structure

Unit Code               Hours
Core Units of Study
FNSICGEN301A  COMMUNICATE IN THE WORKPLACE  30
FNSICGEN302A  USE TECHNOLOGY IN THE WORKPLACE  50
FNSICGEN304A  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE  25
FNSICIND401A  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY  30

Elective Units of Study
FNSICORG609A  DEVELOP & MANAGE FINANCIAL SYSTEMS  60
FNSICPRO603A  DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT  25
FNSICUSUS601A  ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS  50
FNSACCT604A  MONITOR CORPORATE GOVERNANCE ACTIVITIES  60
FNSRISK601A  DEVELOP & IMPLEMENT RISK MITIGATION PLAN  50
FNSACCT607A  EVALUATE BUSINESS PERFORMANCE  60
FNSACCT610A  DEVELOP & IMPLEMENT FINANCIAL STRATEGIES  60
FNSICORG604A  PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM  60
FNSICORG606A  MANAGE FLOW OF INFORMATION  60
FNSACCT506A  IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES  40
FNSACCT401A  PROCESS BUSINESS TAX REQUIREMENTS  50
FNSICORG501A  DEVELOP A BUDGET  60
FNSFLIT503A  PROMOTE BASIC FINANCIAL LITERACY SKILLS  30
FNSICORG502A  MANAGE A BUDGET  60

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
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 normally conducted in the evenings.

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

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
TADADES501A DESIGN AND DEVELOP LEARNING STRATEGIES 40
TADADES502A DESIGN AND DEVELOP LEARNING RESOURCES 50
TADADES503A RESEARCH AND DESIGN E-LEARNING RESOURCES 40
TADADES504A DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
TADADES505A RESEARCH AND DEVELOP COMPETENCY STANDARDS 30
TADADEL501A FACILITATE E-LEARNING 30
TADADEL502A FACILITATE ACTION LEARNING PROJECTS 30
TADADEL504A LEAD AND COORDINATE TRAINING SERVICES 40
TAAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
TAAATAS502A PREPARE A TENDER BID 20
TAAATAS503A MANAGE CONTRACTED WORK 20
TAAATAS504A FACILITATE GROUP PROCESSES 30
TAAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
TAAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS, TRAINEESHIPS 20
TAAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES 20
TAAACMQ505A LEAD A TEAM TO FOSTER INNOVATION 35

Elective Units of Study
7 elective units where a minimum of 5 units are from the TAA coded electives
TADADES503A RESEARCH AND DESIGN E-LEARNING RESOURCES 40
TADADES504A DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
TADADES505A RESEARCH AND DEVELOP COMPETENCY STANDARDS 30
TADADEL501A FACILITATE E-LEARNING 30
TADADEL502A FACILITATE ACTION LEARNING PROJECTS 30
TADADEL504A LEAD AND COORDINATE TRAINING SERVICES 40
TAAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
TAAATAS502A PREPARE A TENDER BID 20
TAAATAS503A MANAGE CONTRACTED WORK 20
TAAATAS504A FACILITATE GROUP PROCESSES 30
TAAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
TAAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS, TRAINEESHIPS 20
TAAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES 20
TAAACMQ505A 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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS508A</td>
<td>BUILD A VIRTUAL COMMUNITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM512A</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM514A</td>
<td>MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR504A</td>
<td>MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES</td>
<td>80</td>
</tr>
<tr>
<td>BSBMGT503A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT504A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG501A</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
<td>80</td>
</tr>
<tr>
<td>BSBRKG502A</td>
<td>MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCAR501A</td>
<td>PROVIDE CAREERS GUIDANCE</td>
<td>90</td>
</tr>
<tr>
<td>PSPGOV504B</td>
<td>COORDINATE RESEARCH AND ANALYSIS</td>
<td>40</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of Accounting, Financial and Library Studies in 2008. IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

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.

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

BSPBMS07A 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 DEPLOY 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

CULMS050B 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

FNSACCT401A PROCESS BUSINESS TAX REQUIREMENTS
Content: This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests or assignments.

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

FNSACCT405A PREPARE FINANCIAL STATEMENTS
Content: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.
Nominal Hours: 60 Hours
Assessment: Test and practical demonstration

FNSACCT407A 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

FNSACCT501A PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION
Content: The unit covers the competency to analyse and report a broad range of financial and business performance information.
Nominal Hours: 60 Hours
Assessment: Case study, test

FNSACCT502A PREPARE Income TAX RETURNS
Content: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.
Nominal Hours: 60 Hours
Assessment: Tests, case study

FNSACCT503A 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

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

FNSACCT505A 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

FNSACCT506A IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES
Content: This unit covers the implementation and maintenance of internal control procedures for corporate governance.
Nominal Hours: 40 Hours
Assessment: Case study, test

FNSACCT507A PROVIDE MANAGEMENT ACCOUNTING INFORMATION
Content: This unit covers the competency to calculate and record the costs of products and services.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 60 Hours
Assessment: Case study, test

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

FNSACCT602A AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS
Content: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.
Nominal Hours: 40 Hours
Assessment: Case study and test

FNSACCT603A IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE
Content: This unit covers the competency to implement tax plans and evaluate tax compliance.
Nominal Hours: 60 Hours
Assessment: Test and practical demonstration

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

FNSACCT607A EVALUATE BUSINESS PERFORMANCE
Content: This unit covers the competency to determine the performance of an organisation's business operations.
Nominal Hours: 60 Hours
Assessment: Tests and assignments

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

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

FNSACCT610A DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Content: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Nominal Hours: 60 Hours
Assessment: Portfolio, article analysis and test

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

FNSACCT614A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS
Content: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests and assignments.

FNSASIC301A ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Content: This unit has been specifically designed to, when combined with FNSASIC302A, 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

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

FNSBANK503A PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT
Content: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals. The unit has particular application in remote and aboriginal communities where aboriginal banking, credit union and Rural Transaction Centres (RTC)s offer diverse and wide ranging community support.
Nominal Hours: 50 Hours
Assessment: Case study, assignment and test

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

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

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

FNSCRDT401A EVALUATE CREDIT APPLICATIONS
Content: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.
Nominal Hours: 20 Hours
Assessment: Test and assignment
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
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<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSCRDT402A</td>
<td>SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE</td>
<td>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.</td>
<td>20 Hours</td>
<td>Test and assignment</td>
</tr>
<tr>
<td>FNSFLIT503A</td>
<td>PROMOTE BASIC FINANCIAL LITERACY SKILLS</td>
<td>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.</td>
<td>30 Hours</td>
<td>Case study, assignment and test</td>
</tr>
<tr>
<td>FNSICACC304A</td>
<td>PREPARE AND BANK RECEIPTS</td>
<td>Content: This unit describes the functions involved in preparing and banking financial receipts.</td>
<td>10 Hours</td>
<td>Tests and practical demonstration</td>
</tr>
<tr>
<td>FNSICACC306A</td>
<td>PROCESS JOURNAL ENTRIES</td>
<td>Content: This unit describes the functions involved in processing financial journal entries.</td>
<td>10 Hours</td>
<td>Tests and practical demonstration</td>
</tr>
<tr>
<td>FNSICGEN301A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>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.</td>
<td>30 Hours</td>
<td>Projects, exercises, role plays</td>
</tr>
<tr>
<td>FNSICGEN302A</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
<td>Content: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.</td>
<td>50 hours</td>
<td>Test, practical demonstration, portfolio</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
<td>Content: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work</td>
<td>25 hours</td>
<td>Project or assignment</td>
</tr>
<tr>
<td>FNSICIND401A</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>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.</td>
<td>30 hours</td>
<td>Assignment or case study and presentation</td>
</tr>
<tr>
<td>FNSICORG501A</td>
<td>DEVELOP A BUDGET</td>
<td>Content: This unit covers the planning for and development of a budget for a small organisation or for a section of a large organisation.</td>
<td>60 Hours</td>
<td>Test and case study</td>
</tr>
<tr>
<td>FNSICORG502A</td>
<td>MANAGE A BUDGET</td>
<td>Content: This unit covers the management and reporting of actual income and expenditure against an agreed budget.</td>
<td>60 Hours</td>
<td>Test and case study</td>
</tr>
<tr>
<td>FNSICORG609A</td>
<td>DEVELOP &amp; MANAGE FINANCIAL SYSTEMS</td>
<td>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.</td>
<td>60 Hours</td>
<td>Assignment, test and research report</td>
</tr>
<tr>
<td>FNSICPRO503A</td>
<td>DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT</td>
<td>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.</td>
<td>25 Hours</td>
<td>Case study, assignment and test</td>
</tr>
<tr>
<td>FNSICSAM401A</td>
<td>SELL FINANCIAL PRODUCTS AND SERVICES</td>
<td>Content: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.</td>
<td>40 Hours</td>
<td>Tests and assignment</td>
</tr>
<tr>
<td>FNSRISK501A</td>
<td>UNDERTAKE RISK IDENTIFICATION</td>
<td>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.</td>
<td>50 Hours</td>
<td>Tests and assignment</td>
</tr>
<tr>
<td>FNSRISK601A</td>
<td>DEVELOP &amp; IMPLEMENT RISK MITIGATION PLAN</td>
<td>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.</td>
<td>50 Hours</td>
<td>Tests and assignment</td>
</tr>
<tr>
<td>TAACMQ501A</td>
<td>DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES</td>
<td>Content: Gather and analyse information for policy and procedures development; Develop the policies and procedures; Identify implementation requirements; Monitor and review policies and procedures</td>
<td>40 Hours</td>
<td>This unit may be assessed by case studies, assignments, projects, classwork, presentation.</td>
</tr>
<tr>
<td>TAACMQ502A</td>
<td>COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS, TRAINEESHIPS</td>
<td>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</td>
<td>20 Hours</td>
<td>This unit may be assessed by case studies, assignments, presentation.</td>
</tr>
</tbody>
</table>
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 organisational 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.

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 practicum

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 Administration, Legal and Leadership 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 MANAGEMENT**

**Course Code:** 21365VIC

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

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

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

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

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

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

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

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

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN091</td>
<td>100</td>
</tr>
</tbody>
</table>

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Stream Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN092</td>
<td>LEADERSHIP AND ORGANISATION</td>
</tr>
<tr>
<td>VBN093</td>
<td>STRATEGIC BUSINESS PLANNING</td>
</tr>
<tr>
<td>VBN094</td>
<td>BUSINESS ETHICS AND CORPORATE GOVERNANCE</td>
</tr>
<tr>
<td>VBN095</td>
<td>PEOPLE MANAGEMENT</td>
</tr>
</tbody>
</table>

A minimum of 100 nominal hours of Units of Study selected by the student, with the approval of the Head of School not previously undertaken from the stream units or from the following.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSPM601A</td>
<td>50</td>
</tr>
<tr>
<td>VBM669</td>
<td>50</td>
</tr>
<tr>
<td>VBN096</td>
<td>50</td>
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<tr>
<td>VBN532</td>
<td>50</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBN723</td>
<td>WORK EFFECTIVELY IN THE REAL ESTATE INDUSTRY 16</td>
</tr>
<tr>
<td>VBN724</td>
<td>ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES 30</td>
</tr>
<tr>
<td>VBN725</td>
<td>ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT 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 licenced 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

<table>
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<tr>
<td>VBN724</td>
<td>ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES</td>
</tr>
<tr>
<td>VBN725</td>
<td>ADDRESS LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT</td>
</tr>
<tr>
<td>PRDRE08A</td>
<td>MANAGE EFFICIENT FINANCIAL SYSTEMS</td>
</tr>
<tr>
<td>PRDRE09A</td>
<td>IMPLEMENT AND MONITOR FINANCIAL MANAGEMENT SYSTEMS</td>
</tr>
<tr>
<td>PRDRE10A</td>
<td>MANAGE AGENCY RISK</td>
</tr>
<tr>
<td>PRDRE11A</td>
<td>PROVIDE PROPERTY APPRAISAL</td>
</tr>
<tr>
<td>PRDRE13A</td>
<td>OBTAIN PROPERTY LISTINGS</td>
</tr>
<tr>
<td>PRDRE14A</td>
<td>MARKET PROPERTY</td>
</tr>
<tr>
<td>PRDRE15A</td>
<td>UNDERTAKE PROPERTY SALE BY PRIVATE TREATY</td>
</tr>
<tr>
<td>PRDRE16A</td>
<td>MONITOR SALES PROCESS</td>
</tr>
<tr>
<td>PRDRE18A</td>
<td>LEASE PROPERTY</td>
</tr>
<tr>
<td>PRDRE19A</td>
<td>PROVIDE PROPERTY MANAGEMENT SERVICES</td>
</tr>
<tr>
<td>PRDRE22A</td>
<td>PRESENT AND EXPLAIN PROPERTY REPORTS</td>
</tr>
<tr>
<td>PRDRE23A</td>
<td>MAINTAIN AGENCY/CLIENT RELATIONSHIP</td>
</tr>
<tr>
<td>PRDRE26A</td>
<td>CONDUCT PROPERTY SALE BY AUCTION</td>
</tr>
<tr>
<td>PRDRE28A</td>
<td>MAINTAIN TRUST ACCOUNT</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN333</td>
<td>DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT</td>
</tr>
<tr>
<td>VBN337</td>
<td>UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE</td>
</tr>
<tr>
<td>VBN338</td>
<td>PROMOTE AND RECOMMEND A SMALL BUSINESS PRODUCT OR SERVICE</td>
</tr>
<tr>
<td>VBN339</td>
<td>CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION</td>
</tr>
<tr>
<td>VBN340</td>
<td>PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES</td>
</tr>
<tr>
<td>VBN341</td>
<td>CONTRIBUTE TO SMALL BUSINESS PLANNING</td>
</tr>
<tr>
<td>VBN342</td>
<td>UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS</td>
</tr>
<tr>
<td>BSBCMN211A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURES</td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
</tr>
</tbody>
</table>
ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE) (I)

Course Code: 21618VIC

Campus: Footscray Nicholson (Full Time) and City King (Flexible Delivery)

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

Scope of Delivery
Full-time, Flexible delivery.

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

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

Selection Procedures / Selection Criteria
VTAC ENTER Scores.

Course Duration
This course is two years full time.

Course Structure

Core Units of Study

Unit Code   Core Units of Study   Hours
VBM894  LAW OF TORTS  51
VBM895  LAW OF CONTRACT  51
VBM896  PROPERTY LAW  51
VBM897  LAW OF EVIDENCE  51
VBM898  LEGAL PROCESS  51
VBM899  COMMERCIAL LAW  51
VBJ207  PRACTISE IN A LEGAL ENVIRONMENT  68
VBM900  THE CONVEYANCING PROCESS  51
VBM901  FAMILY LAW  51
VBM906  PROBATE AND ADMINISTRATION  51
VBM907  CIVIL PROCEDURE  51
VBM909  CRIMINAL LAW  51

Elective Units of Study

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

Unit Code   Elective Units of Study   Hours
VBM903  LAND CONTRACTS  51
VBM904  MORTGAGES, LEASES AND BUILDING CONTRACTS  51
VBM905  CONSUMER PROTECTION LAW  51
VBM908  ADMINISTRATIVE LAW  51
VBM912  LAW OF MARKETING  51
VBM913  LEGAL RESEARCH METHOD  51
VBM910  CORPORATIONS LAW  51
VBP160  EMPLOYMENT LAW  51

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

Unit Code   Technology and E-Business   Hours
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
BSALPP401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS  80
BSBADM506A  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  60
BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60

Unit Code   Technology and E-Business   Hours
BSBCMN310A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
BSBEEUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION  20
BSBKGM407A  MAKE A PRESENTATION  30
BSBENM420A  WRITE COMPLEX DOCUMENTS  50
BSBEMS401A  DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE  50
LGDADMIN421A  PARTICIPATE IN NEGOTIATIONS  25
BSFBLM503B  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS  60
BSFBLM512A  ENSURE TEAM EFFECTIVENESS  60
BSBGMG614A  DEVELOP AND IMPLEMENT DIVERSITY POLICY  60
BSBMSM602A  CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS  60

Unit Code   Technology and E-Business   Hours
BSBCMN305A  ORGANISE WORKPLACE INFORMATION  30
BSBADM301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION  20
BSBADM402A  PRODUCE COMPLEX BUSINESS DOCUMENTS  100
BSALPP401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS  80
BSBADM506A  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  60
BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
OH&S, Finance and Miscellaneous
BSBCMN311A MAINTAIN WORKPLACE SAFETY 40
BSALF401A MAINTAIN TRUST ACCOUNTS 50
BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS 50

CERTIFICATE III IN BUSINESS (LEGAL ADMINISTRATION)
Course Code: BSA30200

Campus Footscray Nicholson, St Albans.
Career Opportunities
Legal support staff.

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

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

Entry Requirements
To qualify for admission to this course applicants must be assessed by the Head of 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:

Unit Code   Hours
Core Units of Study
BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT 10
BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS 40
BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE 40
BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE 10
BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS 80
BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD 25
BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION 20
BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 20
BSBCMN306A PRODUCE BUSINESS DOCUMENTS 80
BSBFML303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

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

Campus Footscray Nicholson, St Albans.
Career Opportunities
Legal administration officer.

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

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

Entry Requirements
To qualify for admission to this course applicants must be assessed by the Head of 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
Unit Code   Hours
Pre-requisite Units of Study
BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS 80
BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD 25
BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT 10
BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS 40
BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE 40
BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 20
Unit Code | Hours
---|---
Core Units of Study
BSACS401A PROVIDE NON-LEGAL ADVICE | 50
BSALC401A INTERACT WITH OTHER PARTIES | 30
BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS | 60
BSALF401A MAINTAIN TRUST ACCOUNTS | 50
BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS | 80
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 II IN BUSINESS
Course Code: BSB20101
Campus: Footscray Nicholson and St Albans Campuses.
Career Opportunities
When you graduate, you will be qualified to be a Receptionist or Administrative Officer.
Scope of Delivery
Full-time 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
Unit Code | Hours
---|---
Units of Study
You must complete
a) a minimum of 12 units of study which include a minimum of 8 units listed below including BSBCM211A Participate in Workplace Safety Procedures.

- BSBCM201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT | 20
- BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES | 20
- BSBCM203A COMMUNICATE IN THE WORKPLACE | 40
- BSBCM204A WORK EFFECTIVELY WITH OTHERS | 15
- BSBCM205A USE BUSINESS TECHNOLOGY | 30
- BSBCM206A PROCESS AND MAINTAIN WORKPLACE INFORMATION | 30
- BSBCM207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS | 40
- BSBCM208A DELIVER A SERVICE TO CUSTOMERS | 20
- BSBCM209A PROVIDE INFORMATION TO CLIENTS | 20
- BSBCM210A IMPLEMENT IMPROVED WORK PRACTICES | 30
- BSBCM211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES | 20
- BSBCM212A HANDLE MAIL | 15
- BSBCM213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS | 60
- BSBCM214A CREATE AND USE SIMPLE SPREADSHEETS | 20
- BSBCM215A 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 III IN BUSINESS (I)
Course Code: BSB30101
Campus: Footscray Nicholson and St Albans Campuses.
Career Opportunities
When you graduate, you will be qualified to be a Receptionist or Administrative Officer.
Scope of Delivery
Full-time or part-time.
Course Objective
The course provides students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.
Entry Requirements
You must be assessed by the Head of 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.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure

Unit Code   Hours
Core Units of Study
BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCM305A ORGANISE WORKPLACE INFORMATION 30
BSBCM306A PRODUCE BUSINESS DOCUMENTS 80
BSBCM307A MAINTAIN BUSINESS RESOURCES 20
BSBCM308A MAINTAIN FINANCIAL RECORDS 60
BSBCM309A RECOMMEND PRODUCTS AND SERVICES 20
BSBCM310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCM311A MAINTAIN WORKPLACE SAFETY 40
BSBCM312A SUPPORT INNOVATION AND CHANGE 40
BSBCM313A MAINTAIN ENVIRONMENTAL PROCEDURES 30
BSBCM314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM 30
BSBCM315A WORK EFFECTIVELY WITH DIVERSITY 30
BSBCM316A PROCESS CUSTOMER COMPLAINTS 30
BSBCM317A MEET CUSTOMER NEEDS AND EXPECTATIONS 35
BSBCM318A WRITE SIMPLE DOCUMENTS 30
BSBCM319A APPLY ADVANCED FIRST AID 30
BSBCM320A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20

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 ADMINISTRATION (I)

Course Code: BSB30201

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

Unit Code   Hours
Core Units of Study
BSBCM311A MAINTAIN WORKPLACE SAFETY 40
A minimum of 5 units selected by the student with the approval of the Head of School, from the following:
BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES 100
BSBADM302A PRODUCE TEXTS FROM NOTES 30
BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS 120
BSBADM305A CREATE AND USE DATABASES 20
BSBADM306A CREATE ELECTRONIC PRESENTATIONS 20
BSBADM307A ORGANISE SCHEDULES 15
BSBADM308A PROCESS PAYROLL 30
BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
BSBADM310A MAINTAIN A GENERAL LEDGER 60
BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY 30
BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS 30
A minimum of 2 units selected by the student with the approval of the Head of School, from the following:
BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCM305A ORGANISE WORKPLACE INFORMATION 30
BSBCM306A PRODUCE BUSINESS DOCUMENTS 80
BSBCM307A MAINTAIN BUSINESS RESOURCES 20
BSBCM308A MAINTAIN FINANCIAL RECORDS 60
BSBCM309A RECOMMEND PRODUCTS AND SERVICES 20
BSBCM310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCM312A SUPPORT INNOVATION AND CHANGE 40
BSBCM313A MAINTAIN ENVIRONMENTAL PROCEDURES 30

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 IV IN BUSINESS (I)
Course Code: BSB40101
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.
Recognition of prior learning may be available based on 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 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
</tr>
<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 six units of which a minimum of two units must be from a qualification at Certificate IV level; and one unit may be included from lower or higher levels in this qualification. These units are to be selected by the student, with the approval of the Head of School and must be listed in the BSBO1 Business Services Training Package or any other accredited training package.

CERTIFICATE IV IN BUSINESS ADMINISTRATION (I)
Course Code: BSB40201
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/or life experience etc. which will be taken into account in selection.
Recognition of prior learning may be available based on 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. 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM401A</td>
<td>PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES</td>
</tr>
<tr>
<td>BSBADM402A</td>
<td>PRODUCE COMPLEX BUSINESS DOCUMENTS</td>
</tr>
<tr>
<td>BSBADM403A</td>
<td>DEVELOP AND USE COMPLEX DATABASES</td>
</tr>
<tr>
<td>BSBADM404A</td>
<td>DEVELOP AND USE COMPLEX SPREADSHEETS</td>
</tr>
<tr>
<td>BSBADM405A</td>
<td>ORGANISE MEETINGS</td>
</tr>
<tr>
<td>BSBADM406A</td>
<td>ORGANISE BUSINESS TRAVEL</td>
</tr>
<tr>
<td>BSBADM407A</td>
<td>ADMINISTER PROJECTS</td>
</tr>
<tr>
<td>BSBADM408A</td>
<td>PREPARE FINANCIAL REPORTS</td>
</tr>
</tbody>
</table>

plus a minimum of three Common Business units listed below:
CERTIFICATE IV IN BUSINESS (SMALL BUSINESS MANAGEMENT)

Course Code: BSB40401

Campus: Footscray Nicholson, Melton, Werribee.

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

Scope of Delivery
Part-time

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

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSBM301A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
</tr>
<tr>
<td>BSBSBM401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
</tr>
<tr>
<td>BSBSBM402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
</tr>
<tr>
<td>BSBSBM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
</tr>
<tr>
<td>BSBSBM406A</td>
<td>MANAGE FINANCES</td>
</tr>
<tr>
<td>BSBSBM407A</td>
<td>MANAGE A SMALL TEAM</td>
</tr>
<tr>
<td>BSBSCMN403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
</tr>
<tr>
<td>BSBBUS301A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
</tr>
</tbody>
</table>

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

DIPLOMA OF BUSINESS ADMINISTRATION (I)

Course Code: BSB50201

Campus: Footscray Nicholson, St Albans, Flexible Education.

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

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

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

Entry Requirements
To qualify for admission to the Diploma of Business Administration/Certificate IV in Business Administration applicants must be assessed by the Head of 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 of Study
The course requires the completion of 8 units as follows -
(a) A minimum of 5 units from the Specialist Administration Domain listed below:
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 (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.
BSBFML501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBFML503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFML505B MANAGE OPERATIONAL PLAN 60
BSBFML506B MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFML507B MANAGE QUALITY CUSTOMER SERVICE 60
BSBFML509B FACILITATE CONTINUOUS IMPROVEMENT 60
BSBFML510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
BSBFML511B DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBFML512A 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.
BSBFML513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM 70
BSBFML514A MANAGE PEOPLE 60
BSBCM419A MANAGE PROJECTS 60
BSBCM416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50

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.
FACULTY OF WORKFORCE DEVELOPMENT

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICGEN301A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>FNSICGEN302A</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>FNSICGEN304A</td>
<td>APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE</td>
<td>25</td>
</tr>
<tr>
<td>FNSICIND401A</td>
<td>APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY</td>
<td>30</td>
</tr>
</tbody>
</table>

Sectoral Core Units of Study

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

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

- All 2 elective units may be selected from the Financial Services Training Package (FNS04) at the Certificate IV, Diploma and Advanced Diploma level.
- 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

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

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.

Recruitment 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 ongoing 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>WRLPL1B</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>WRLPL2B</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>18</td>
</tr>
<tr>
<td>WRRS2B</td>
<td>27</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>30</td>
</tr>
</tbody>
</table>

**General food selling stream**

(Units WRRS1B and WRLP6C are compulsory. Units from the same food areas must be taken together)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS1B</td>
<td>18</td>
</tr>
<tr>
<td>WRLP6C</td>
<td>36</td>
</tr>
<tr>
<td>WRRF1B</td>
<td>24</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>24</td>
</tr>
<tr>
<td>WRRF2B</td>
<td>21</td>
</tr>
<tr>
<td>WRRF3B</td>
<td>24</td>
</tr>
<tr>
<td>WRRF5B</td>
<td>21</td>
</tr>
<tr>
<td>WRRFM5B</td>
<td>24</td>
</tr>
<tr>
<td>WRRF6B</td>
<td>21</td>
</tr>
<tr>
<td>WRRF6M</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRC42B</td>
<td>18</td>
</tr>
<tr>
<td>WRRC43B</td>
<td>36</td>
</tr>
<tr>
<td>WRRF4B</td>
<td>27</td>
</tr>
</tbody>
</table>

#### 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCS4B</td>
<td>36</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>36</td>
</tr>
<tr>
<td>WRRER3B</td>
<td>36</td>
</tr>
<tr>
<td>WRLP3B</td>
<td>36</td>
</tr>
<tr>
<td>WRLP4B</td>
<td>18</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS3B</td>
<td>36</td>
</tr>
<tr>
<td>WRRCA4B</td>
<td>36</td>
</tr>
<tr>
<td>WRRCA5B</td>
<td>36</td>
</tr>
<tr>
<td>WRRS5A</td>
<td>36</td>
</tr>
<tr>
<td>WRRF3B</td>
<td>36</td>
</tr>
<tr>
<td>*BSZ401A</td>
<td>15</td>
</tr>
<tr>
<td>*BSZ402A</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>WRRM3B</td>
<td>36</td>
</tr>
<tr>
<td>WRR07A</td>
<td>36</td>
</tr>
<tr>
<td>WRR08A</td>
<td>36</td>
</tr>
<tr>
<td>WRRP1A</td>
<td>36</td>
</tr>
<tr>
<td>WRRP2A</td>
<td>18</td>
</tr>
<tr>
<td>WRRP3A</td>
<td>18</td>
</tr>
<tr>
<td>WRRP4A</td>
<td>36</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS20A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS4B</td>
<td>36</td>
</tr>
<tr>
<td>WRRS16B</td>
<td>36</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM 36
WRRSS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES 36
WRRSS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES 36
WRRSS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES 36
WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36
WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES 36
WRRSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES 36
WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES 36
WRRSS11B RECOMMEND TOY PRODUCTS 36
WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES 36
WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES 36
WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES 36
WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES 36
WRRSS4B RECOMMEND ELECTRICAL PRODUCTS AND SERVICES 36
WRRSS5B RECOMMEND FURNITURE PRODUCTS 36
WRRSS6B RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES 36
WRRSS7B RECOMMEND HARDWARE PRODUCTS AND SERVICES 36
WRRSS17B RECOMMEND TOY PRODUCTS 36
WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES 36

CERTIFICATE III IN RETAIL OPERATIONS
Course Code: WRR30202

Campus: Industry only [traineeship].

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

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

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

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

Applications must be made directly to the 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.

Unit Code   Hours
Core Units of Study
WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS 36
WRRO7A PROFILE A RETAIL MARKET 36
WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES 36
WRRIS5A MAINTAIN AND ORDER STOCK 36
*WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
*WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
* choose one only

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

WRRC4B CO-ORDINATE RETAIL OFFICE 36
WRRC5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS 36
WRRF3B PRODUCE FINANCIAL REPORTS 36
*BSZ401A PLAN ASSESSMENT 15
*BSZ402A CONDUCT ASSESSMENT 15
*BSZ403A REVIEW ASSESSMENT 5
BSZ404A TRAIN SMALL GROUPS 30
WRMM3B CO-ORDINATE MERCHANDISE PRESENTATION 36
WRMM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRMM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRLP3B MAINTAIN STORE SAFETY 36
WRRLP4B MAINTAIN STORE SECURITY 18
WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRRP1A HANDLE CUSTOMER INTERVIEWS AND APPLICATION 36
WRRRP2A HANDLE MAIL WHICH IS RECEIVED IN A RETAIL ENVIRONMENT 18
WRRRP3A DELIVER MAIL IN A RETAIL ENVIRONMENT 18
WRRRP4A PROCESS POSTAL OUTLET BUSINESS TRANSACTIONS 36

Recommend Products & Services (up to two units may be completed)
WRRSS2A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 36
WRRSS4B RECOMMEND LIQUOR PRODUCTS 36
WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES 36
WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM 36
WRRSS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES 36
WRRSS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES 36
CERTIFICATE IV IN RETAIL MANAGEMENT  
Course Code: WRR40102  

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

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

Entry Requirements  
To qualify for admission to the course, applicants must  
(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  
Core Units of Study  
WRR02B MANAGE SALES AND SERVICES DELIVERY 36  
WRRPM1B ADMINISTER HUMAN RESOURCES POLICY 36  
WRRPL1B MANAGE FINANCIAL RESOURCES 36  
WRRPM3B LEAD AND MANAGE PEOPLE 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  
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  
Core Units of Study  
WRRO2B 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  

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.

SCHOOL OF ADMINISTRATION, LEGAL AND LEADERSHIP

35
CERTIFICATE II IN WHOLESALE OPERATIONS

Course Code: WRW20101

Campus: Industry [traineeship].

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

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

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

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

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

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

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

Unit Code Hours
WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA 30
WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS 20
WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES 36
WRWWS201A CONFIRM WHOLESALE BUSINESS PRACTICES 21
WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES 30
WRRC51B COMMUNICATE IN THE WORKPLACE 50
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
Unit Code | Hours
---|---
WRRRLP1B | APPLY SAFE WORKING PRACTICES | 18
WRRER1B | WORK EFFECTIVELY IN A RETAIL ENVIRONMENT | 40

Total number of hours for Core Units: 278

**Elective Units of Study**

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWRPS201A</td>
<td>PROCESS PURCHASES</td>
</tr>
<tr>
<td>WRWMK201A</td>
<td>PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT</td>
</tr>
<tr>
<td>WRWMK202A</td>
<td>CONDUCT TELEMARKETING</td>
</tr>
<tr>
<td>WRWFN201A</td>
<td>COMPLETE DEBTOR PROCESSES</td>
</tr>
<tr>
<td>WRRCS3B</td>
<td>INTERACT WITH CUSTOMERS</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>MINIMISE THEFT</td>
</tr>
<tr>
<td>WRR11B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>MERCHANDISE PRODUCTS</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.</td>
</tr>
</tbody>
</table>

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

**CERTIFICATE III IN WHOLESALE OPERATIONS**

*Course Code:* WWR30101

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

**Course Objective**

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

**Scope of Delivery**

The School offers this course as a traineeship only with workplace delivery.

**Entry Requirements**

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

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

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

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

**Course Duration**

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

**Course Structure**

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWPL201A</td>
<td>ACCESS PRODUCT AND SERVICE PERFORMANCE DATA</td>
</tr>
<tr>
<td>WRWSL201A</td>
<td>SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS</td>
</tr>
<tr>
<td>WRWSL202A</td>
<td>BUILD SALES RELATIONSHIPS</td>
</tr>
<tr>
<td>WRWSL203A</td>
<td>USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES</td>
</tr>
<tr>
<td>WRWWS201A</td>
<td>CONFIRM WHOLESALE BUSINESS PRACTICES</td>
</tr>
<tr>
<td>WRWWS302A</td>
<td>MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES</td>
</tr>
<tr>
<td>WRWPL302A</td>
<td>PROCESS PRODUCT AND SERVICE DATA</td>
</tr>
<tr>
<td>WRWMK201A</td>
<td>IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES</td>
</tr>
<tr>
<td>WRWOP202A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
</tr>
<tr>
<td>WRWMR2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units: 344

**Elective Units of Study**

Students must select 7 electives. At least three must come from the list below, however students may choose to select another 2 units from the Wholesale Training package at Certificate II level and two units from any other endorsed Training Package at Certificate III level.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWRPS201A</td>
<td>ADMINISTER SUPPLY INTO A BUSINESS</td>
</tr>
<tr>
<td>WRRW301A</td>
<td>MONITOR INVENTORY CAPACITY TO MEET DEMAND</td>
</tr>
<tr>
<td>WRWPL302A</td>
<td>PROCESS PRODUCT AND SERVICE DATA</td>
</tr>
<tr>
<td>WRWPL303A</td>
<td>IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES</td>
</tr>
<tr>
<td>WRWOP201A</td>
<td>OPTIMISE CUSTOMER AND TERRITORY COVERAGE</td>
</tr>
<tr>
<td>WRWPL304A</td>
<td>ANALYSE AND ACHIEVE SALES TARGETS</td>
</tr>
<tr>
<td>WRWOP202A</td>
<td>BUILD SALES OF BRANDED PRODUCTS</td>
</tr>
<tr>
<td>WRWOP203A</td>
<td>MANAGE DEBTOR PROCESSES</td>
</tr>
<tr>
<td>WRWOP204A</td>
<td>CO-ORDINATE MERCHANDISE PRESENTATION</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>CO-ORDINATE HOUSEKEEPING</td>
</tr>
<tr>
<td>WRRS3B</td>
<td>CO-ORDINATE SALES PERFORMANCE</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>CO-ORDINATE INTERACTION WITH CUSTOMERS</td>
</tr>
<tr>
<td>WRRRP1B</td>
<td>MAINTAIN STORE SAFETY</td>
</tr>
<tr>
<td>WRRP5B</td>
<td>APPLY STORE SECURITY SYSTEMS AND PROCEDURES</td>
</tr>
<tr>
<td>WRRP4B</td>
<td>MAINTAIN STORE SECURITY</td>
</tr>
<tr>
<td>WRRP2B</td>
<td>CO-ORDINATE WORK TEAMS</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN WHOLESALE MANAGEMENT

Course Code: WRW40101

Course Objective
This course provides practical and theoretical knowledge required to work in a role that focuses on procurement in the Wholesale industry.

Scope of Delivery
Part time and traineeship.

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 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
Part time over 814 – 1040 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWOP201A</td>
<td>Access Product and Service Performance Data</td>
<td>30</td>
</tr>
<tr>
<td>WRWCS1A</td>
<td>Communicate in the Workplace</td>
<td>36</td>
</tr>
<tr>
<td>WRWPL201A</td>
<td>Comply with Legislative Requirements Impacting Business Activities</td>
<td>30</td>
</tr>
<tr>
<td>WRWPL202A</td>
<td>Build Sales Relationships</td>
<td>30</td>
</tr>
<tr>
<td>WRWKS201A</td>
<td>Confirm Wholesale Business Practices</td>
<td>21</td>
</tr>
<tr>
<td>WRWOP202A</td>
<td>Maintain Business to Business Relationships</td>
<td>36</td>
</tr>
<tr>
<td>WRWOP203A</td>
<td>Maintain Operational Quality and Productivity</td>
<td>42</td>
</tr>
<tr>
<td>WRWOP204A</td>
<td>Monitor Compliance with Legal and Legislative Requirements Impacting Business</td>
<td>50</td>
</tr>
<tr>
<td>WRWOP205A</td>
<td>Sell Products and Services to Business Customers</td>
<td>20</td>
</tr>
<tr>
<td>WRWOP206A</td>
<td>Use Computers as Part of Business and E-Commerce Processes</td>
<td>36</td>
</tr>
<tr>
<td>WRWM405A</td>
<td>Seize a Business Opportunity</td>
<td>36</td>
</tr>
<tr>
<td>WRWFN403A</td>
<td>Manage Operations to Budget</td>
<td>60</td>
</tr>
<tr>
<td>WRWFN405A</td>
<td>Maintain Workplace Safety</td>
<td>40</td>
</tr>
<tr>
<td>WRWFN407A</td>
<td>Maintain Workplace Safety</td>
<td>40</td>
</tr>
<tr>
<td>WRWFN409A</td>
<td>Develop Business to Business Relationships</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

a) Students must select eleven electives from the Wholesale Training Package (WRW01) of which:
   - a minimum of six units at the Certificate IV level;
   - a maximum of three units at the Certificate III level

b) a maximum of two units at Certificate IV level selected by the student, with the approval of Head of School, from any other endorsed training package.
SUBJECTS

Below are subject details for courses offered by the School of Administration, Legal and Leadership in 2008.

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

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT
Content: Work within accepted codes of conduct; Follow confidentiality procedures; Extend understanding of legal terminology. 
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by case studies, classwork

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 case studies, classwork

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 presentations, tests, assignments, projects, classwork

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, classwork

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 presentations, tests, assignments, projects, classwork

BSALC501A RUN A FILE
Content: This Unit covers the duties carried out by a fee-earner as she/he manages the conduct of a file under the instruction of a qualified legal practitioner.
Nominal Hours: 80 Hours
Assessment: Tests, assignments, classwork, projects

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSALF401A MAINTAIN TRUST ACCOUNTS
Content: Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSALLG501A ASSIST WITH THE DISCOVERY PROCESS
Content: This Unit covers locating, preparing and collating documents involved in discovery and arranging any necessary meetings to inspect opposing party’s discoverable documents.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, classwork, projects

BSALLG503A ATTEND PRE-TRIAL NEGOTIATIONS
Content: This Unit covers preparing for pre-trial negotiations with opposing parties, organising a mutually convenient time when parties can meet and attending the negotiation to offer and/or receive offers of compromise according to instructions.
Nominal Hours: 90 Hours
Assessment: Tests, assignments, classwork, projects

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSALO501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS
Content: This Unit covers establishing legal research requirements, identifying sources of information and data, evaluating the quality of the information and data, preparing drafts and producing final reports.
Nominal Hours: 80 Hours
Assessment: Tests, assignments, classwork, projects

BSALPL401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSALPL402A PROVIDE SUPPORT IN FAMILY LAW MATTERS
Content: Record fee-earner time; Enter disbursements incurred.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS
Content: This Unit covers locating, preparing and collating documents involved in discovery and arranging any necessary meetings to inspect opposing party’s discoverable documents.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.
BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD
- **Content:** Plan search; Conduct search; Receive outcome of search; Deliver information.
- **Nominal Hours:** 25 Hours
- **Assessment:** This unit may be assessed by tests, assignments, classwork.

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
- **Content:** Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
- **Nominal Hours:** 80 Hours
- **Assessment:** This unit may be assessed by tests, assignments, projects.

BSALPP501A OBTAIN INFORMATION FROM A CLIENT
- **Content:** This unit covers preparing for and collecting information from a client, recording this information and updating the client's file accordingly, under the instruction of a qualified legal practitioner.
- **Nominal Hours:** 60 Hours
- **Assessment:** Tests, assignments, classwork, projects.

BSALPP502A DRAFT LEGALLY BINDING DOCUMENTS
- **Content:** This unit covers the drafting of 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:** Tests, assignments, classwork, projects.

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION
- **Content:** Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries.
- **Nominal Hours:** 20 Hours
- **Assessment:** This unit may be assessed by assignments, classwork.

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, classwork.

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.

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.

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.

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

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

BSBADM407A 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

BSBADM408A PREPARE FINANCIAL REPORTS
Content: Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK
Content: Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBADM503A 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

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS
Content: Plan or review administration systems; Implement new or modified administration system; Monitor administration system.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBADM505A MANAGE PAYROLL
Content: Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

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, post course assessments including short assignments

BSBCMN106A 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: 20 hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCMN107A 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: 10 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCMN108A 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

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES
Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCMN212A HANDLE MAIL
Content: The unit covers receiving and distributing incoming mail, collecting and despatching outgoing mail, and organising and sending electronic mail.
Nominal Hours: 15 Hours
Assessment: This unit may be assessed by assignments, classwork

BSBCMN214A 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

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

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Content: Select and prepare resources; Design document; Produce document.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCMN307A 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

BSBCMN308A 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

**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

**BSBCM317A 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

**BSBCM318A 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.

**BSBCM319A APPLY ADVANCED FIRST AID**

**Content:** Assess the situation; Manage the casualty(ies); 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

**BSBCM320A 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

**BSBCM407A COORDINATE BUSINESS RESOURCES**

**Content:** Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.

**Nominal Hours:** 30 Hours

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

**BSBCM408A 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

**BSBCM409A 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

**BSBCM410A 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

**BSBCM411A 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

**BSBCM420A 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.

**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
BSBEBS409A 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, classroom.

BSBEBS401A 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, classroom.

BSBFML403A 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, classroom.

BSBFML403B 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, classroom.

BSBFML305B 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, classroom.

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, classroom.

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, classroom.

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, classroom.

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, classroom.

BSBFML409B IMPLEMENT CONTINUOUS IMPROVEMENT
Content: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

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, classroom.

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, classroom.

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, classroom.

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, classroom.

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, classroom.

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.

BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS
Content: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation's effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM507A 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: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM507B MANAGE QUALITY CUSTOMER SERVICE
Content: This unit specifies the outcomes required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation and the customer.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM509A 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, work-based assessments, presentations, projects.

BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT
Content: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM510B 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.

BSBFLM511A 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.

BSBFLM511B DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Content: This unit specifies the outcomes required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM512A 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 assignments, tests, projects, classwork, presentation.

BSBFLM513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM
Content: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.

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

BSBMED302A 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, classwork

BBSMGT614A 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, 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.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.

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 performance; 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 and support equipment.
Nominal Hours: 30-50 Hours
Assessment: 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 Hours
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.

CUVAD05A 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, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK
Content: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.
Nominal Hours: 50 Hours
Assessment: 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
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Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV501A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION
Content: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.
Nominal Hours: 120 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV502A PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS
Content: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.
Nominal Hours: 100 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV503A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS
Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV504A FINALISE CONVEYANCING TRANSACTIONS
Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICCUS501A DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES
Content: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICCUS601A ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS
Content: This unit describes the skill involved in establishing and managing key relationships in the organisation.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICGEN502A SOLVE WORKPLACE PROBLEMS
Content: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG505A MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS
Content: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG510A 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.

FNSICORG511A 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.

FNSICORG519A 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.

FNSICORG602A 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.

FNSICORG604A PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM
Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.
Nominal Hours: 30 Hours
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG606A 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.

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.

FPFCOM2A 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 ideas with others in the workplace. This entails being confident in your ideas, 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.

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.

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.

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

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

PRDRE13A OBTAIN PROPERTY LISTINGS
Content: Establish and monitor client motivation and expectations of the agency; Deliver property listing presentations; Provide advice on available options; 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, 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 properties.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum.
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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.

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 classwork.

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.

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.

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 another person; Negligence; Negligent misrepresentation and nervous 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; Privy 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.

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; Corroboration; 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

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; Mortgages and Mortgagors rights and obligations; Priorities amongst mortgages; 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 testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.

Nominal Hours: 51 Hours
Assessment: 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.

VBM908 ADMINISTRATIVE LAW
Content: Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.

Nominal Hours: 51 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM909 CRIMINAL LAW
Content: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.

Nominal Hours: 51 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM910 CORPORATIONS LAW
Content: This unit is designed to provide the skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.

Nominal Hours: 51 Hours
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

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

Nominal Hours: 51 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBM913 LEGAL RESEARCH METHOD
Content: Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.

Nominal Hours: 51 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations

VBN090 MANAGEMENT INDUSTRY PROJECT
Content: On completion of this module, participants should be able to use a holistic approach to apply the knowledge and skills developed through the learning outcomes included in this course. Key concepts to be demonstrated include leadership, management of teams and people management.

Nominal Hours: 100 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, 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

VBN093 STRATEGIC BUSINESS PLANNING
Content: The module covers the development and communication of business strategies, business plans, continuous improvement and knowledge management.

Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations

VBN094 BUSINESS ETHICS AND CORPORATE GOVERNANCE
Content: This module covers the knowledge and skills required to comply with relevant regulatory legal framework and promote best practice and ethical business conduct.

Nominal Hours: 50 Hours
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VBN095 PEOPLE MANAGEMENT
Content: This module covers the knowledge and skills required to manage, motivate and empower employees of an organisation, and manage their own personal development.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations

VBN096 HUMAN RESOURCE MANAGEMENT
Content: This module covers the knowledge and skills required to establish and manage appropriate human resource practices to positively contribute to the effectiveness and efficiency of the organisation. This module is designed for people without a human resource background.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBN333 DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT
Content: Identify and develop the personal knowledge and skills necessary to function effectively in a small business environment.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

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.

VBN338 PROMOTE AND RECOMMEND A SMALL BUSINESS PRODUCT OR SERVICE
Content: This unit covers developing product or service knowledge in the areas of sales, pricing and distribution in order to develop a basic promotional plan and to make recommendations to customers regarding 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 participate 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.

VBN532 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 documentation.
Nominal Hours: 24 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

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; analyse the legislation relating to accident compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.
Nominal Hours: 51 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

WRR02B 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.

WRRCA1B 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.

WRRCA2B 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.

WRRCA3B 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.

WRRCA4B 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.

WRRCA5B 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.

WRRCS1A 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.

WRRCS2B 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.

WRRCS3B 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.

WRRCS4B 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.

WRRR3B 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.

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

WRRFM2B 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
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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.

**WRI4B 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.

**WRRINF1B ANALYSE AND COMMUNICATE INFORMATION**
Content: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

**WRLP2B MINIMISE THEFT**
Content: Apply routine store security; Minimise theft.
Nominal Hours: 21 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRLP3B 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.

**WRLP4B MAINTAIN STORE SECURITY**
Content: Monitor and maintain store security.
Nominal Hours: 18 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

**WRLP5B 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.

**WRLP6C 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.

**WRLP7C 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.

WRRM7A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content: Implement work practices and procedures 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.

WRR010A CREATE AN INNOVATIVE WORK ENVIRONMENT
Content: Implement work practices and procedures 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.

WRR011A 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.

WRR012A 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.

WRR013A 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.

WRR014A MANAGE RETAIL BRANDS ONLINE
Content: This unit defines the skills and knowledge required to protect and build brand value in an online environment.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR015A 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.

WRR018B 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.

WRR020B 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.

WRR030B 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.

WRR040B CONTROL STORE SECURITY/LOSS
Content: Control store security.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR050B 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.

WRR060B MANAGE STORE FACILITIES
Content: Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
Nominal Hours: 27 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR070A PROFILE A RETAIL MARKET
Content: Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
FACULTY OF WORKFORCE DEVELOPMENT

WRR09A 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.

WRRP1A MANAGE FINANCIAL RESOURCES
Content: Control cost; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRP2A SET STRATEGIC PLANS
Content: Communicate and implement mission statement; Set objectives and targets; Develop action plans.
Nominal Hours: 80 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

WRRP3A INITIATE AND IMPLEMENT CHANGE
Content: Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
Nominal Hours: 150 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

WRRP5A 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.

WRRS1A RECOMMEND SPORTING PRODUCTS AND SERVICES
Content: This unit covers the skills, knowledge and attitudes required for conducting interviews with customers associated with documentation required by third party agencies. It involves assisting customers to organise required documentation, conducting interviews with customers and finalising documentation in line with agency requirements.
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES
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.

WRRS3B CO-ORDINATE SALES PERFORMANCE
Content: Develop product/service knowledge; Recommend specialised products/services.
Nominal Hours: 27 Hours
Assessment: As per accredited curriculum

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS
Content: Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS10B 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: As per accredited curriculum
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.

WRRSS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES
Content: Research store clothing range; Recommend customer wardrobeing; Measure and fit clothes; Advise on and arrange clothing alteration service.
Nominal Hours: 36 Hours
Assessment: 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 jewellery 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 price and payment options; Advise on and arrange photographic services and repairs.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.
WRRSS9B 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: 30 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, projects.

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 ongoing 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: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classroom, 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 structures; Implement wholesale product and service plans.
Nominal Hours: 50 Hours
Assessment: This unit may be assessed by tests, assignments, classroom, 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, classroom.

WRWPS201A 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, classroom.

WRWPS302A 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, classroom.

WRWPS504A 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, classroom, 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, classroom.

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, classroom.

WRWSL203A 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, classroom, 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, classroom.

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS
Content: Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classroom.

WRWSL306A BUILD SALES OF BRANDED PRODUCTS
Content: Maximise sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classroom.

WRWWS201A 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, classroom.

WRWWS302A 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, classroom.

WRWWS403A 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, classroom, presentations, projects.
Below are details of courses offered by the School of Creative Industries in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

### DIPLOMA OF ARTS (VISUAL ART) (I)

**Course Code**: 12857VIC

**Campus**: City Flinders Campus.

**Career Opportunities**

Visual Artist. Further education opportunities

**Scope of Delivery**

This course is offered on a full-time or part-time basis. Part-time programs are normally conducted during the day.

**Course Objectives**

This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

**Entry Requirements**

To qualify for entry to the course applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

**Selection Procedures/Selection Criteria**

Full time applicants need to apply through VTAC, contact the department to arrange an interview and to attend an interview and submit a folio of recent art work. Part time applicants apply directly to the department, attend an interview and present a folio.

**Course Duration**

This course is offered on a full-time basis over two years or part-time equivalent.

**Course Structure**

All Units of Study are compulsory. The course consists of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CUFSAF01B</td>
<td>15</td>
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<tr>
<td>CUV/09A</td>
<td>80</td>
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<tr>
<td>CUV/13A</td>
<td>70</td>
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<tr>
<td>CUV/01A</td>
<td>60</td>
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<td>CUV/SP/35A</td>
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<td>CUV/SP/36A</td>
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<td>CUV/SP/46A</td>
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<td>VBD259</td>
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<td>VBD264</td>
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<td>VBD144</td>
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<td>VBS642</td>
<td>32</td>
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<td>VBS643</td>
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<td>VBS665</td>
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</tbody>
</table>

### DIPLOMA OF ARTS (GRAPHIC ARTS) (I)

**Course Code**: 12861VIC

**Campus**: St Albans and City Flinders Campuses.

**Career Opportunities**

Graphic Artist. Further education opportunities.

**Scope of Delivery**

Full-time basis.

**Course Objectives**

The Diploma of Arts (Graphic Art) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows.

These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

**Entry Requirements**

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the department as being capable of successfully completing the course.
Selection Procedures/Selection Criteria
All Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Course Duration
Full-time two years.

Course Structure
All Units of Study are compulsory. The course consists of the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
</tr>
<tr>
<td>CUVCR09A</td>
<td>SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
</tr>
<tr>
<td>CUVCRS04A</td>
<td>PRODUCE TECHNICAL DRAWINGS</td>
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<tr>
<td>CUVCRS05A</td>
<td>USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK</td>
</tr>
<tr>
<td>CUVDES02A</td>
<td>APPLY THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF</td>
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<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>
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<tr>
<td>CUUVSP11A</td>
<td>APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUUVSP13A</td>
<td>RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION</td>
</tr>
<tr>
<td>CUVCRS16A</td>
<td>PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING</td>
</tr>
<tr>
<td>ICPPK11B</td>
<td>DEMONSTRATE KNOWLEDGE AND REQUIREMENTS OF GRAPHIC PRE-PRESS</td>
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<tr>
<td>ICPPP21B</td>
<td>SELECT AND APPLY TYPE</td>
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<td>ICPPP21C</td>
<td>PRODUCE A TYPOGRAPHIC IMAGE</td>
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<tr>
<td>ICPPP21D</td>
<td>COMPOSE AND EVALUATE TYPOGRAPHY</td>
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<tr>
<td>ICPPP22C</td>
<td>SCAN IMAGES FOR REPRODUCTION</td>
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<tr>
<td>ICPPP32C</td>
<td>ELECTRONICALLY COMBINE AND ASSEMBLE DATA</td>
</tr>
<tr>
<td>ICPPP32D</td>
<td>ELECTRONICALLY COMBINE COMPLEX IMAGES</td>
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<tr>
<td>ICPPPS2B</td>
<td>OUTPUT IMAGES TO FILM AND PAPER</td>
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<tr>
<td>ICPPP53B</td>
<td>OUTPUT IMAGES TO ELECTRONIC MEDIA</td>
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<tr>
<td>VBS642</td>
<td>LIFE DRAWING</td>
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<td>FINISHED ART LEVEL 2</td>
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<td>VBS750</td>
<td>FINISHED ART LEVEL 3</td>
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<td>VBS757</td>
<td>EXTENDED PRACTICAL PLACEMENT</td>
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<tr>
<td>CUUVSP12A</td>
<td>PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUUVSP11A</td>
<td>RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF ARTS (GRAPHIC DESIGN) (I)

Course Code: 12862VIC

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Generic Units of Study</td>
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<tr>
<td>VBS644</td>
<td>DRAWING LEVEL 2</td>
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<td>VBS647</td>
<td>LIFE DRAWING LEVEL 2</td>
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<tr>
<td>VBS758</td>
<td>HISTORY OF DESIGN</td>
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<tr>
<td>VBS759</td>
<td>DESIGN PROCESS LEVEL 2</td>
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<td>DESIGN PROCESS LEVEL 3</td>
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<tr>
<td>VBS761</td>
<td>3D STUDIES</td>
</tr>
<tr>
<td>VBS762</td>
<td>DESIGN FOR NEW MEDIA</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

Course Code: 21674VIC

Campus St Albans Campus

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
Course is delivered Full-time, Part-time, Flexible delivery, On-line & Distance.

Course Objectives
The course provides students with a theoretical base and practical skills in a variety of writing, editing and production tasks. You will gain an understanding of writing as a career, and skills which you can use either in industry or freelance.

Entry Requirements
You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

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

Course Structure

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<tr>
<th>Unit Code</th>
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<tr>
<td>VBS763</td>
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<td>VBS764</td>
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<td>VBD266</td>
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<td>VBS689</td>
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Elective Units of Study

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<th>Hours</th>
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<tr>
<td>VBD266</td>
<td>48</td>
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<tr>
<td>VBS689</td>
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</tbody>
</table>

UNIT CODE   HOURS
VBS763 VOCATIONAL STUDIES 96
VBS764 CRITICAL ANALYSIS 48

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING

Course Code: 21674VIC

Campus St Albans Campus

Career Opportunities
Creative writing, journalism, editing and publishing.

Scope of Delivery
The course is offered either Full-time or Part-time, on-campus.

Course Objectives
The course provides students with a theoretical and practical base in a variety of writing, editing and production tasks. You will gain 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 VBS763 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.

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 and practical base 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 VBS763 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
Unit Code        Hours
Core Units of Study
CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
CUVRAD02A CONDUCT RESEARCH 35
CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM RTISTIC PRACTICE 70
CUECOR1B MANAGE OWN WORK AND LEARNING 10
CUSADM03A MANAGE A PROJECT 35
VBP553 REFINING WRITING AND EDITING TECHNIQUES 340
CUVDES05A INTERPRET AND RESPOND TO A BRIEF 15

Elective Units of Study
Choose four units from List 1, or three from List 3 and two from List 4.

List 1
VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1 51
VAE344 CORPORATE WRITING 1A 68
VBK385 INTRODUCTION TO FICTION WRITING 1 68
VAE272 NON FICTION 1A 68
VAE281 NOVEL 1A 68
VAE831 POETRY 1A 68
VAE863 POPULAR FICTION 1A 68
VAE552 SCREENWRITING 1A 68
VBK386 SCRIPTWRITING 1A 68
VAE913 SHORT STORY 1A 68
VBF960 WRITING COMEDY FOR PERFORMANCE 1A 68

List 3
VAD728 EDITING 2A 68
VAN040 NOVEL 2B 68
VAF066 SHORT STORY 2A 68
VBK402 SCREENWRITING 2A 68

Scriptwriting 2
VBK400 POETRY 2A 68
VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A 68
VBK405 WRITING FOR CHILDREN (OLDER READERS) B 68
VAM131 WRITING FOR YOUNG ADULTS A 68
VAB933 MYTHS AND SYMBOLS A 68

List 4
VAG831 WRITER AND RESEARCH 68
VBK392 LITERATURE FOR WRITERS 1A 68
VAC412 DESKTOP PUBLISHING 1 68
VAE919 PRACTICAL PLACEMENT 68

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
Unit Code        Hours
Core Units of Study
VBP660 DEVELOP BASIC PERFORMANCE SKILLS 100
CUFFS01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 15
CUEIND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE 10
THHGHS03B PROVIDE FIRST AID 24
VBP661 DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER 100
CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM RTISTIC PRACTICE 70
SCHOOL OF CREATIVE INDUSTRIES

Unit Code   Hours
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
CUSSOU05B 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
CUFLGT02B 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
CUESET10A CONSTRUCT MECHANICAL SETS 100
CUESET11A DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS 100
CUFSET03B MAKE SETS 60
CUVDSIP15A 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
CUESCO09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME 60
CUEPRP03A APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION 20
CUEPRP04A USE CASTING AND MOULDSING TECHNIQUES TO MAKE PROPS 40
CUESC605A 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
CUEFIN02B MANAGE A BUDGET 40
CEUMAR03B 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.
VBP664 DEVELOP ADVANCED PERFORMANCE SKILLS 100
VBP665 USE TECHNIQUE IN PERFORMANCE 100
CUESMT05B STAGE MANAGE THE PRODUCTION/EVENT 120
CUESMT12A ANALYSE PERFORMANCE OUTLINE/SCRIPT 60
CUSADM03A 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

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**FACULTY OF WORKFORCE DEVELOPMENT**

**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.

- CUEAU003B OPERATE VISION SYSTEMS 80
- CUESTA01B INSTALL STAGING ELEMENTS 80
- CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS 45
- CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES 45
- CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT 80
- CUFLGT02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 25
- CUFMUP01A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP 65
- CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY 20
- CUSOU005B 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
- CUSGEN04B PARTICIPATE IN NEGOTIATIONS 35
- CUVADM10A RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES 30
- CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT 30
- CUVADM12A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION 30

**Elective Units of Study**

**Theatre, Festival and Event Production** – Complete a minimum of 3 units from the list below or from relevant Training Packages. Three units must be selected in the lighting, audio and set construction areas (one unit for each area). Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the theatre, festival and event production strand.

- VBP666 REHEARSE THE SHOW 100
- VBP667 PERFORM THE SHOW 100
- CUETEM07A TOUR THE PRODUCTION 140
- CUFWRT02A WRITE THE SCRIPT 50
- CUSADM04A MANAGE A MAJOR PROJECT 35
- CUVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60

**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

**Unit Code**

**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**

- ICPMM63BA ACCESS THE INTERNET 20
- CUSRAD001A COLLECT AND ORGANISE INFORMATION 25
- CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS 25
- ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA 20
- ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
- CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25
- ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS 42
- ICAITU005B OPERATE COMPUTER HARDWARE 20
- ICAITU006B OPERATE COMPUTING PACKAGES 60
- CUFPOP01A PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY 35
- CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES 20
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
CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA 50
CUFMEM12A UPDATE WEB PAGES 30
CUFMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE 40
CULMS413A USE INFORMATION TECHNOLOGY 40

CERTIFICATE IV IN MULTIMEDIA
Course Code: CUF40801

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;
FACULTY OF WORKFORCE DEVELOPMENT

- producing graphics;
- editing multimedia material;
- developing web/intranet/sites/pages;
- authoring/developing CD ROMs;
- testing games;
- designing interfaces.

Entry Requirements
Prospective applicants must contact the Department of Visual Arts, Design and Multimedia on (03) 9919 1583 to obtain an 'Application for interview' form. Applicants will be required to attend an interview and submit a folio of recent art work.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (See Application Procedures) and attend an interview and submit a folio of recent art work.

Course Duration
This course is offered on a full-time basis over one year. A credit pathway exists from this course to the Advanced Diploma of Multimedia CUF60501.

Course Structure
Unit Code   Hours
Core Units of Study
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
Elective Units of Study
Twelve units, comprising:
CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES 20
CUFIMA03A CREATE 2D DIGITAL ANIMATION 35
CUFIMA04A CREATE 3D DIGITAL ANIMATION 75
CUFMEM05A MANAGE MULTIMEDIA ASSETS 40
CUFWRT05A WRITE CONTENT AND/OR COPY 50
CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUSADM03A MANAGE A PROJECT 35
CUSGEN05A MAKE PRESENTATIONS 35
ICAITB060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
ICAITB061A MONITOR PHYSICAL DATABASE IMPLEMENTATION 20
ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS 20
ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA 50

DIPLOMA OF MULTIMEDIA
Course Code: CUF50701

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University's Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

Campus
St Albans, City Flinders Campuses.

Career Opportunities
Studio based art practice, games development, web design and development, animation and special effects production.

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

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.
Course Duration
The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time.

Course Structure

Unit Code   Hours
CUEOH51A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 10
CUFADM01A PREPARE A PROPOSAL 50
CUFADM02A ADDRESS COPYRIGHT 20
CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS 60
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES 75
CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION 30
CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT 50
CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORIZING A MULTIMEDIA PRODUCT 60
CUFMEM04A TEST A MULTIMEDIA PRODUCT 40
CUFMEM06A DESIGN A MULTIMEDIA PRODUCT 50
CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT 40
CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
CUFPO09A CONDUCT A BRIEFING 30
CUFVR07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUSRAD02A CONDUCT RESEARCH 35
ICPM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 20

Interactive Media Stream Units of Study only
CUEFIN01A DEVELOP A BUDGET 30
CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM 50
CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT 60
CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS 69
THHGLE16A MANAGE PHYSICAL ASSETS 39

Games Development Stream Units of Study only
CUFIMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS 100
ICAITAD05A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
THHGLE12A.1 DEVELOP AND MANAGE MARKETING STRATEGIES 50

ADVANCED DIPLOMA OF MULTIMEDIA (STREAMS IN INTERACTIVE MEDIA & GAMES DEVELOPMENT) (I)
Course Code: CUF60501

When you graduate from the Advanced Diploma of Multimedia you are eligible to enter the third year of Victoria University's Bachelor of Arts Degree (Multimedia). There is also a new dual award Advanced Diploma of Multimedia/Bachelor of Arts (Interactive Media) where both courses are studied concurrently.

Campus
St Albans, City Flinders Campuses.

Career Opportunities
Studio based art practice, games development, web design and development, animation and special effects production.

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

Course Objectives
This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

Entry Requirements
Entry to these courses is via an interview and submission of a folio.

Selection Procedures/Selection Criteria
Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry.
Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

**Course Duration**
The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time.

**Course Structure**

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**Interactive Media Stream Units of Study only**

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<td>CUFRAD01A</td>
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<td>CUSOU12A</td>
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<td>THHGLE16A</td>
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**Games Development Stream Units of Study only**

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**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.

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
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<tr>
<td>CUSMPF15A</td>
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</tbody>
</table>
Unit Code | Hours
---|---
CUSMPF11A | 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
---|---
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
CUSU123A | SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT | 33
CUSSOU24A | EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS | 84
CUSU005A | INSTALL, ALIGN AND TEST SOUND EQUIPMENT | 35
CUSSO23A | SPECIFY SOUND SYSTEMS | 33
CUSU112A | OPERATE SOUND MIXING CONSOLE | 69
CUSMGE10A | SUPERVERVE TECHNICAL OPERATIONS | 35
CUSSO09A | MIX SOUND SOURCES | 33
CUSMGE12A | MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS | 69

CERTIFICATE IV IN MUSIC INDUSTRY (BUSINESS)

Course Code: CUS40301

Campus Sunbury.

Career Opportunities
Event, artist or band manager.

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

Course Objectives
This provides students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, 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
---|---
BSXM404A | PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS | 48
CUEMAR3A | UNDERTAKE MARKETING ACTIVITIES | 39
CUSADM03A | MANAGE A PROJECT | 35
CUSADM07A | ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS | 70
CUSADM08A | ADDRESS COPYRIGHT REQUIREMENTS | 20
CUSBF112A | CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME | 33
CUSBGE11A | PLAN A CAREER IN MUSIC | 33
CUSBGE17A | MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE | 85
CUSBMA17A | ASSESS THE FEASIBILITY OF AN ACT FOR PROMOTION | 18
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code | Hours
---|---
CUSBMA14A | MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 33
CUSEGEN01A | 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 (I)
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
---|---
CUSADM08A | ADDRESS COPYRIGHT REQUIREMENTS 20
CUSSAF02A | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
BSZ404A | TRAIN SMALL GROUPS 30
CUSMGE07A | ANALYSE HARMONY 81
CUSMGE04A | ANALYSE MUSIC 69
CUVEVT2A | TOUR THE SHOW 138
CUSMCP06A | COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA 36
CUSMCP04A | COMPOSE SONGS OR TUNES IN A RANGE OF STYLES 36
CUSBGE11A | PLAN A CAREER IN MUSIC 33
CUSMFP17A | DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE 69
CUSMFP14A | PERFORM ACCOMPANIMENT 36
CUSMFP16A | PERFORM IMPROVISATION FOR AUDIENCE 36
CUSMA14A | MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 33
CUSMFP05A | REHEARSE MUSIC FOR PERFORMANCE 81
CUSSOU17A | DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING 81
CUSSOU24A | EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 84

DIPLOMA OF MUSIC INDUSTRY (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
---|---
CUEOHS1A | 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
### 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>CUV/COR03A</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>
</tr>
<tr>
<td>CUV/COR08A</td>
<td>PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT</td>
<td>60</td>
</tr>
<tr>
<td>CUV/COR12A</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 1 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
- Photoimaging

In addition at least 1 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.

### CERTIFICATE III IN ARTS ADMINISTRATION

**Course Code:** CUV30403

**Campus:** Industry

**Scope of Delivery**
Flexible Delivery.

**Course Objectives**
The aim of the course is to provide training for the Arts and Culture industry for those who wish to work assisting in a range of administrative, marketing or events positions.
FACULTY OF WORKFORCE DEVELOPMENT

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

Selection Procedures
Applicants would normally be enrolled as a trainee.

Course Duration
The course may be offered on a full-time basis over 450 nominal hours or part-time equivalent.

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

Core Units of Study

CUECOR02B WORK WITH OTHERS 15
CUSGEN02B WORK IN A CULTURALLY DIVERSE ENVIRONMENT 35
CUFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 15
CUVADM11A WORK WITHIN AN ARTS ORGANISATION CONTEXT 30

Elective Units of Study
A minimum of ten units selected by the student, with the approval of the Head of Department.

(i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate III:
- Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)
(ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate III:
- Museums and Library/Information Services CUL99, eg exhibitions;
- Visual Arts Craft and design CUV03;
- Entertainment CUE03, eg props, sets, scenic art, costume;
- Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction;
- Music CUS01, e.g. performance;
- Performing Arts (when endorsed);
- Or from the relevant Training Packages listed as per CUV30403.

The remaining five units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

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

CERTIFICATE IV IN 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
Unit Code
Core Units of Study
Unit of Study Code Hours

Core Units of Study

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCUSSION 60
CUFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 15
CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT 80
CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM RTISTIC PRACTICE 70

Elective Units of Study
Complete 14 other units

At least 2 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 2 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.
CERTIFICATE IV IN ARTS ADMINISTRATION

Course Code: CUV40503

Campus: Industry.

Scope of Delivery
Full-time and part-time.

Course Objectives
The aim of the course is to provide training for the Arts and Culture industry for those who wish to work in a range of administrative, marketing or events positions.

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

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

Course Duration
The course may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

Selection Procedures
Applicants would normally be enrolled as a trainee.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
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<td>CUEOHS01B</td>
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<td>BSBFLM404A</td>
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<td>30</td>
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<tr>
<td>CUVADM01A</td>
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Elective Units of Study
A minimum of thirteen units selected by the student, with the approval of the Head of Department.

(i) At least two units must be selected from the following Training Package and must meet the requirements of Australian Qualifications Framework for a Certificate IV:

- Business Services BSB01 (Common units, Recordkeeping, Specialist Administration, Governance)

(ii) At least three units must be selected from the following Training Packages and must meet the requirements of Australian Qualifications Framework for a Certificate IV:

- Museums and Library/Information Services CUL09, eg exhibitions
- Visual Arts Craft and design CUV03
- Entertainment CUE03, eg props, sets, scenic art, costume
- Film, TV, Radio and Multimedia CUF01, eg multimedia, art and construction
- Music CUS01, eg performance
- Performing Arts (when endorsed)
- Or from the relevant Training Packages listed as per CUV40503.

(iii) The remaining eight units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

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

Below are subject details for courses offered by the School of Creative Industries in 2008.

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

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

CUEAUD03B OPERATE VISION SYSTEMS
Content: Participate in technical or creative run through; Prepare for vision system operation; Operate vision systems; Shut down and disassemble the equipment.
Nominal Hours: 80 Hours
Assessment: Project based and practical assessment

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

CUEEVT1A PLAN & MANAGE EVENTS
Content: Prepare for events; Prepare implementation strategy; Oversee event implementation.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CUEEVT2A TOUR THE SHOW
Content: Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.
Nominal Hours: 138 Hours
Assessment: 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

CUEFHO07A 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

CUELGTO3B 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

CUELGTO5B 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

CUELGTO9A 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

CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES  
Content: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

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 MOULDS CONSTRUCTION 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

CUESET05B 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

CUEMT10A ORGANISE AND FACILITATE REHEARSALS  
Content: Select and secure rehearsal venue; Coordinate physical elements for rehearsal; Create and distribute rehearsal documentation; Facilitate communication during rehearsal; Participate in rehearsals.  
Nominal Hours: 98 Hours  
Assessment: As per accredited curriculum

CUEMT11A 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

CUEMT12A 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

CUEMT2A 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

CUEMT3A CO-ORDINATE REHEARSALS  
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

CUEMT4A CO-ORDINATE FINAL PRODUCTION PROCESS  
Content: Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.  
Nominal Hours: 140 Hours  
Assessment: As per accredited curriculum

CUEMT5A 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

CUEMT6A 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

CUESOU14A 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 production/event operation; Evaluate the production/event.
Nominal Hours: 250 Hours
Assessment: As per accredited curriculum

CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS
Content: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Nominal Hours: 30 Hours
Assessment: Project based, practical and written tasks

CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Content: Prepare physical elements for transportation; Load/unload physical elements; Check condition of physical elements.
Nominal Hours: 80 Hours
Assessment: Project based and practical assessment

CUETHTCORO2A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Content: Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

CUETHTCORO31 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL
Content: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

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; Produce 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

CUFLGT02B 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 AUTHORING 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

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: 30 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

CUFPOP01A 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

CUFPOP02B 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

CUFPOP03B 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

CUFPOP09A 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

CUFRAD01A 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

CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CUFSAF01B FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Content: The purpose of this module is to provide students with skills and knowledge, which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.
Nominal Hours: 15 Hours
Assessment: 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

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

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: 69-70 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 assessment

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

CUSBAD13A ASSESS PERFORMING AND RECORDING DEALS
Content: Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISSES FOR AN ACT OR SHOW
Content: Manage crises as they arise prior to the performance; Manage crises during an event.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBAD18A MANAGE ARTISTS AND THEIR CAREERS
Content: Plan and maintain the management business; Manage clients’ artistic development; Manage clients’ business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
Nominal Hours: 35-36 Hours
Assessment: As per accredited curriculum

CUSBF12A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME
Content: Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty rates for synchronisation with film/television; Secure and disburse mechanical royalty rates for third party goods and services; Secure mechanical royalty rates for public performance; Trace and monitor use of works under licence; Maintain accounts for royalty collection and disbursement.
Nominal Hours: 33 Hours
Assessment: Project based and practical tasks

CUSBGE11A PLAN A CAREER IN MUSIC
Content: Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Nominal Hours: 33-35 Hours
Assessment: Project based, practical and written tasks

CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE
Content: Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
Nominal Hours: 69-85 Hours
Assessment: Project based, practical and written tasks

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

CUSBRA19A DEVELOP ARTISTS AND REPERTOIRE
Content: Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSFIN01A FINANCE A PROJECT
Content: Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.
Nominal Hours: 69-70 Hours
Assessment: As per accredited curriculum

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY
Content: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Nominal Hours: 20-24 Hours
Assessment: Project based and practical tasks

CUSGEN02A 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

CUSGEN02B 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 written 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/tune 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 provides the skills required for communicating effectively with the client to determine the scope and production values of an arrangement of a brief and the technical and creative skills required to execute the brief.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

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

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

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; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum
CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE
Nominal Hours: 81 Hours
Assessment: Project based and practical tasks

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, musicological 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

CUSMPF19A USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE
Content: Identify continuing performance goals to inform personal practice plans; Observe OHS principles in private practice sessions; Plan and use personal practice time effectively; Identify and address areas of technical weaknesses; Plan repertoire to meet identified performance development goals.
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY
Content: Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Nominal Hours: 9-10 Hours
Assessment: Project based, practical and written tasks

CUSSOU04A RECORD SOUND
Content: Prepare to record sound; Record sound.
Nominal Hours: 35 hours
Assessment: As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT
Content: Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.
Nominal Hours: 35-36 Hours
Assessment: Project based, practical and written tasks

CUSSOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT
Content: Determine audio equipment requirements; Prepare for installation of audio equipment; Install audio equipment; Align audio equipment; Test audio equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.
Nominal Hours: 35 Hours
Assessment: Project based and practical assessment

CUSSOU08A OPERATE SOUND REINFORCEMENT SYSTEM
Content: This unit describes the skills and knowledge required to operate a sound reinforcement system for a production in the cultural industries. Normally applies to playback of pre-recorded material in a theatrical production.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CUSSOU09A MIX SOUND SOURCES
Content: Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.
Nominal Hours: 33 Hours
Assessment: Project based, practical and written tasks
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSSOU11A</td>
<td>OPERATE SOUND MIXING CONSOLE</td>
<td>Content: Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.</td>
<td>69-70 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU12A</td>
<td>EDIT SOUND USING DIGITAL SYSTEMS</td>
<td>Content: Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.</td>
<td>84 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU13A</td>
<td>SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT</td>
<td>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.</td>
<td>33 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU14A</td>
<td>BREAKDOWN SOUNDTRACKS</td>
<td>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.</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUSSOU15A</td>
<td>CREATE A FINAL SOUND BALANCE</td>
<td>Content: Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.</td>
<td>50 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU16A</td>
<td>DEVELOP SOUND DESIGN</td>
<td>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.</td>
<td>50 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU17A</td>
<td>DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING</td>
<td>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.</td>
<td>81-102 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU22A</td>
<td>IMPLEMENT SOUND DESIGN</td>
<td>Content: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.</td>
<td>50-51 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU23A</td>
<td>SPECIFY SOUND SYSTEMS</td>
<td>Content: Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.</td>
<td>33-5 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSSOU24A</td>
<td>EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS</td>
<td>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.</td>
<td>84 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUSTGE01A</td>
<td>SUPERVISE TECHNICAL OPERATIONS</td>
<td>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.</td>
<td>35-36 Hours</td>
<td>Project based, practical and written tasks</td>
</tr>
<tr>
<td>CUVADM01A</td>
<td>DEVELOP AND IMPLEMENT ARTS ADMINISTRATION SYSTEMS AND PROCEDURES</td>
<td>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.</td>
<td>60 Hours</td>
<td>Project based and practical assessment</td>
</tr>
<tr>
<td>CUVADM10A</td>
<td>RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES</td>
<td>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.</td>
<td>30 Hours</td>
<td>Project based and practical assessment</td>
</tr>
<tr>
<td>CUVADM11A</td>
<td>WORK WITHIN AN ARTS ORGANISATION CONTEXT</td>
<td>Content: Apply knowledge of the arts industry; Adapt work practices to an arts organisation context; Liaise with other arts organisations.</td>
<td>30 hours</td>
<td>Project based and practical assessment</td>
</tr>
<tr>
<td>CUVADM12A</td>
<td>WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION</td>
<td>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.</td>
<td>30 hours</td>
<td>Project based and practical assessment</td>
</tr>
<tr>
<td>CUVADM13A</td>
<td>RESEARCH AND CRITIQUE CULTURAL WORKS</td>
<td>Content: Research context of cultural work(s); Link research to cultural work(s); Present critique; Update and maintain knowledge of trends related to domain of cultural work(s).</td>
<td>50 Hours</td>
<td>Project based and practical assessment</td>
</tr>
<tr>
<td>CUVCON06A</td>
<td>DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS</td>
<td>Content: Clarify context for the concept; Generate concept; Consult on concept; Adjust and refine concept; Develop concept to pre-operational stage.</td>
<td>60 Hours</td>
<td>Project based and practical assessment</td>
</tr>
</tbody>
</table>
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: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment

CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE
Content: Research history and theory; Link research to artistic practice.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUVCRS04A PRODUCE TECHNICAL DRAWINGS
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce technical drawings. It outlines the ways technical drawing can be applied to a range of contexts where visual representation is required.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

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

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 THE DESIGN PROCESS TO 2-DIMENSIONAL WORK IN RESPONSE TO A BRIEF
Content: This purpose of this unit is to provide students with skills and knowledge required to explore and apply the design process in a 2-dimensional (2D) way in response to a brief.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDES02A 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

CUVDES04A INTEGRATE COLOUR THEORY AND DESIGN PROCESSES IN RESPONSE TO A BRIEF
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to explore and integrate colour theory and design process using 2D and/or 3D space.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUVDES05A 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

CUVDSP01A 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

CUVDSP02A 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

CUVDSP04A RESEARCH AND APPLY THE HISTORY AND THEORY OF DESIGN TO 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

CUVDSP11A RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to research and apply techniques for application to any type of illustrative work.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVDSP15A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Content: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.
Nominal Hours: 50 Hours
Assessment: Project based and practical assessment
CUVPRP01A DEVELOP SELF AS AN ARTIST
Content: Acquire and develop technical skills; Develop conceptual skills and ideas; Develop own voice; Evaluate own work; Research work opportunities.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUVRAD02A CONDUCT RESEARCH
Content: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries and in particular to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUVVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide students with skills and knowledge required to use techniques, materials and equipment for the production of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP12A PRODUCE DIGITAL IMAGES
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP13A RESEARCH AND EXPERIMENT WITH TECHNIQUES FOR DIGITAL IMAGE ENHANCEMENT AND MANIPULATION
Content: The purpose of this unit is to provide students with skills and knowledge required to research and experiment with various techniques for the realisation of digital images.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP35A PRODUCE PAINTINGS
Content: Prepare and maintain resources for painting; Explore painting techniques to plan work; Realise paintings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP36A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
Content: Inform work through experimentation with painting techniques and media; Develop and refine a conceptual vision for paintings; Determine and organise resource requirements for new work; Realise paintings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUVVSP38A RESEARCH & EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART
Content: Inform work through experimentation with performance work; Determine and organise resource requirements for new work; Realise the performance work.
Nominal Hours: 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

CUVVSP46A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS
Content: Inform work through experimentation with printmaking techniques and media; Develop and refine a conceptual vision for prints; Determine and organise resource requirements for new work; Realise prints.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICAITB060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Content: This unit details the competency required to create the physical database from the data dictionary and design specifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB061A MONITOR PHYSICAL DATABASE IMPLEMENTATION
Content: This unit details the competency required to model and monitor database performance
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAI TU127A 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

ICPMN11A 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

ICPMN15DA 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

ICPMN41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS
Content: Use multimedia text software; Create multimedia text.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICPMN44CA 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

ICPMN61DA 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.
ICPPP21CA PRODUCE A TYPOGRAPHIC IMAGE
Content: There is no descriptor for this unit. (advised by NTIS site).
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP21DA COMPOSE AND EVALUATE TYPOGRAPHY
Content: The purpose of this unit is to provide students with skills and knowledge required to compose type, solve technical typographic problems, ensure a quality of typographic output and manage the type system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP22CA SCAN IMAGES FOR REPRODUCTION
Content: The purpose of this unit is to provide students with skills and knowledge required to mount original copy, set up scanner and produce images to industry standard.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP32CA ELECTRONICALLY COMBINE AND ASSEMBLE DATA
Content: The purpose of this unit is to provide students with skills and knowledge to create data using electronic files.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP32DA ELECTRONICALLY COMBINE COMPLEX IMAGES
Content: The purpose of this unit is to provide students with skills and knowledge required to assess requirements for combining and editing complex images, solve technical combining problems and prepare information for output devices and manage the combining system.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

ICPPP52BA OUTPUT IMAGES TO FILM AND PAPER
Content: The purpose of this unit is to provide students with skills and knowledge required to set up and maintain output devices and output images using industry standard tools and equipment as appropriate.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

ICPPP53BA OUTPUT IMAGES TO ELECTRONIC MEDIA
Content: The purpose of this unit is to provide students with skills and knowledge underlying skills of image transfer is applicable across sectors of the design and pre-press industries. The module utilises special purpose industry software packages as appropriate.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THHGLE12A.1 DEVELOP AND MANAGE MARKETING STRATEGIES
Content: This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.
Nominal Hours: 50 Hours
Assessment: 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 grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAB933 MYTHS AND SYMBOLS A
Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS
Prerequisite: VBK384 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 n performance industry.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
VAD728 EDITING 2A
Prerequisite(s): VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Content: Application of copy-editing/typsetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for Content; errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAD964 DESIGN AND LAYOUT
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE272 NON FICTION 1A
Content: Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE273 NON FICTION PROJECT 2A
Content: Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshopping synopses and chapters of non-fiction book. Analysis of the market.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE281 NOVEL 1A
Content: The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE344 CORPORATE WRITING 1A
Prerequisite: Nil
Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2
Prerequisite(s): VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA880 Desktop Publishing 2A & VAN029 top Publishing 2B concurrently with or prior to this module.
Content: Develop skills in characteristics of good reader-based writing for technical and scientific documents.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE552 SCREENWRITING 1A
Content: The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE831 POETRY 1A
Content: The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Prerequisite: Nil
Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and 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 participant may seek recognition through the RPL process for competencies already held.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAG831 WRITER AND RESEARCH
Content: Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A
Content: Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN028 CORPORATE WRITING 2B
Prerequisite(s): VAA910 Corporate Writing 2A.
Content: The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B
Prerequisite(s): VAA980 Desktop Publishing 2A.
Content: The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum
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
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. 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: 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

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) VAE653 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
Content: A participant may seek recognition through the RPL process for competencies already held.
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAN048 WRITING HISTORIES 2B
Prerequisite(s) 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) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content: This module continues from A, developing longer pieces of fiction or novels with 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
**FACULTY OF WORKFORCE DEVELOPMENT**

**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 of a major theorist; 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 duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.

**Nominal Hours:** 50 Hours

**Assessment:** As per accredited curriculum

**VBJ312 VOICE 2**
*Prerequisite(s):* VBJ301 Voice 1

*Content:* Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of a major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.

**Nominal Hours:** 50 Hours

**Assessment:** As per accredited curriculum

**VBJ313 MOVEMENT 2**
*Prerequisite(s):* VBJ302 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 constrast 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

**VBK383 EDITING 1A**
*Content:* This module provides basic grammar and punctuation instruction, with a focus on the efficient use of language. Some theory.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum

**VBK384 EDITING 1B**
*Content:* This module extends language skills into sentence construction and basic editing and proof-reading.

**Required Reading:** To be advised

**Nominal Hours:** 68 Hours

**Assessment:** As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK385</td>
<td>INTRODUCTION TO FICTION WRITING 1</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK386</td>
<td>SCRIPTWRITING 1A</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK387</td>
<td>SCRIPTWRITING 1B</td>
<td>VBK386 Scriptwriting 1A</td>
<td>Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK388</td>
<td>WRITING FOR CHILDREN (YOUNGER READERS) A</td>
<td>Nil</td>
<td>The purpose of this module is to develop skills in writing for young children. The focus is on picture books.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK389</td>
<td>WRITING FOR CHILDREN (YOUNGER READERS) B</td>
<td>VBK388 Writing for Children (Young Readers) 1A</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1Point</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK390</td>
<td>WRITING FOR RADIO</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK392</td>
<td>LITERATURE FOR WRITERS 1A</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK393</td>
<td>LITERATURE FOR WRITERS 1B</td>
<td>VBK392 Literature for Writers 1A</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK394</td>
<td>PHOTOGRAPHY FOR WRITERS</td>
<td>Nil</td>
<td>Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK395</td>
<td>ROLE OF THE EDITOR</td>
<td>VBK383 Editing 1A</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK396</td>
<td>ADVANCED SCREENWRITING PROJECT 2</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK397</td>
<td>AUTHORING A MULTIMEDIA PRODUCT 2</td>
<td>VAE406 Writing an Interactive Multimedia Sequence 2</td>
<td>To author a multimedia product using an industry standard authoring tool.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK398</td>
<td>INDUSTRY OVERVIEW 2</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK399</td>
<td>LITERARY NON FICTION PROJECT 2</td>
<td>VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK385 Introduction to fiction writing 1 (or equivalent)</td>
<td>The purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK400</td>
<td>POETRY 2A</td>
<td>VAE851 Poetry 1A &amp; VAN043 Poetry 1B</td>
<td>The purpose of this module is to explore various styles of poetry in order to assist them to write their own poetry.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>VBK401</td>
<td>POETRY 2B</td>
<td>VAE400 Poetry 2A</td>
<td>Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
FBK402 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 working of sequence.  
Required Reading: To be advised  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

FBK403 SCREENWRITING 2B  
Prerequisite: FBK402 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 workshop. 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

FBK404 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 novel 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

FBK405 WRITING FOR CHILDREN (OLDER READERS) B  
Prerequisite: FBK404 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

FBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2  
Prerequisite: FBK382 Computer skills for Writers & Editors 1; FBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B  
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.  
Required Reading: To be advised  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

FBK956 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

FBK957 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

FBK958 THE ELITE MUSIC PERFORMANCE ENVIRONMENT  
Content: The purpose of this unit is to provide the participants with the skills, knowledge required for setting up elite music performance environment.  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBP551 DEVELOP WRITING AND EDITING SKILLS  
Develop writing and editing skills  
Content: This unit covers the knowledge and skills in the use of the English language for the writing and editing tasks.  
Nominal Hours: 120  
Assessment: As per accredited curriculum

VBP552 PRODUCE WRITINGS  
Content: This unit covers the knowledge and skills to complete a writing task.  
Nominal Hours: 315  
Assessment: As per accredited curriculum

VBP553 REFINE WRITING AND EDITING TECHNIQUES  
Content: This unit covers the knowledge and skills required to research and experiment with writing and editing techniques and media to generate writings.  
Nominal Hours: 340 Hours  
Assessment: As per accredited curriculum

VBP660 DEVELOP BASIC PERFORMANCE SKILLS  
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to develop basic performance skills.  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum

VBP661 DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER  
Content: The purpose of this unit is to provide the participants with the skills, knowledge required for develop conceptual and expressive skills as a performer.  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum

VBP662 REHEARSE TECHNIQUE FOR PERFORMANCE  
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to organise and rehearse techniques for performances  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum
VBP664 DEVELOP ADVANCED PERFORMANCE SKILLS
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to help them develop advance performance skills.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP665 REFINE PERFORMANCE SKILLS
Content: The purpose of this unit is to provide the participants with the skills to refine their performance skills.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP666 REHEARSE THE SHOW
Content: The purpose of this unit is to provide the participants with the skills required to organise a rehearsal for a show
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBP667 PERFORM THE SHOW
Content: The purpose of this unit is to provide the participants with the skills, knowledge required for organising the performance of a show
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBS642 LIFE DRAWING
Content: Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Nominal Hours: 32 Hours
Assessment: As per accredited curriculum

VBS643 PHOTOGRAPHY
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS644 DRAWING LEVEL 2
Prerequisite(s) VBS641 Drawing
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express idea and to explore themes.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS645 DRAWING LEVEL 3
Prerequisite(s) VBS644 Drawing Level 2.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their knowledge of drawing and drawing mediums and techniques and to apply these concepts to a major area of study.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS646 DRAWING LEVEL 4
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content: The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Nominal Hours: 48 Hours
Assessment: As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2
Prerequisite(s) VBS642 Life Drawing (Generic)
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Nominal Hours: 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

VBS669 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

VBS749 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
School of Family and Community Studies

Below are details of courses offered by the School of Family and Community Studies in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

Certificate 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>CHCCS201A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM1B</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG1B</td>
<td>15</td>
</tr>
<tr>
<td>CHCORG2B</td>
<td>15</td>
</tr>
<tr>
<td>CHCOHS201A</td>
<td>30</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td></td>
</tr>
</tbody>
</table>

| CHCF1C          | 40    |
| CHCICAB         | 30    |
| CHCPR1C         | 40    |
| CHCCN1D         | 30    |

Certificate III in Children’s Services (I)

Course Code: CHC30402

Campus: Footscray Nicholson, Melton and Werribee Campuses.

Career Opportunities
Child care worker.

Scope of Delivery
This course is delivered on a full time or part-time basis.

Course Objective
This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development and school age children’s development. The course prepares workers to use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children’s Services.

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

Selection Procedures
All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration
The course is approximately 9 months full-time.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>ENSURE CHILDREN'S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2C</td>
<td>CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN4D</td>
<td>RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
<td>30</td>
</tr>
<tr>
<td>CHCFIC1C</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCPRI1C</td>
<td>DELIVER SERVICES/ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
<td>40</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: CHCCN5C Care for babies is required as a core unit in some jurisdictions (This is the case for Victorian Delivery).

Elective Units of Study

Plus at least 4 units, selected by the Head of Department from the approved list in the Community Services Training Package to meet Victorian regulatory and other requirements.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN5C</td>
<td>CARE FOR BABIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCPRI2C</td>
<td>ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>CHCRF1C</td>
<td>WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD</td>
<td>25</td>
</tr>
<tr>
<td>CHCORG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCCOM2B</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</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>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCYTH2C</td>
<td>PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study

Four Elective units may be selected from the units listed below, or from other Community Services Training Package units available at Certificate III or higher levels, or from other relevant National Training Package units available at Certificate III and enterprise specific units.

- Where national enterprise units are included as options, these must be nationally endorsed (see introduction in Training Package CHC02 regarding new units and customisation).
- Other relevant National Training Packages may include Correctional Services, Community Recreation, Outdoor Recreation, Sport and Fitness, Music and Entertainment.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHADMIN3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD12D</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD1B</td>
<td>SUPPORT COMMUNITY PARTICIPATION</td>
<td>50</td>
</tr>
<tr>
<td>CHCGROUP2C</td>
<td>SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET1C</td>
<td>PARTICIPATE IN NETWORKS</td>
<td>20</td>
</tr>
<tr>
<td>CHCYTH3C</td>
<td>SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES</td>
<td>30</td>
</tr>
<tr>
<td>CHCYTH5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCYTH7C</td>
<td>RESPOND TO CRITICAL SITUATIONS</td>
<td>90</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN COMMUNITY SERVICES WORK

Course Code: CHC30802

Campus: St Albans.

Career Opportunities
When you graduate, you will be qualified to be a Support Worker within the Social and Community Sector.

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

Course Objectives
The course applies to community work delivered through a broad range of services which provide support to individuals and groups.

Entry Requirements
You must be able to demonstrate to the satisfaction of the Head of Department, your ability to complete the course.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

You will to submit a TAFE Direct Application Form together with a TAFE Supplementary form.

Selection Procedures/Selection Criteria
You must undertake a literacy test and participate in a group interview.

Course Duration
6 months full-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD12C</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM2B</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF2B</td>
<td>MAINTAIN ORGANISATION'S INFORMATION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCS401A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCADMIN5A</td>
<td>WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS8A</td>
<td>PROVIDE FIRST POINT OF CONTACT</td>
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<tr>
<td>CHCNET1C</td>
<td>PARTICIPATE IN NETWORKS</td>
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<tr>
<td>HLTCS6D6A</td>
<td>RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR</td>
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</tr>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS8A</td>
<td>PROVIDE FIRST POINT OF CONTACT</td>
<td>30</td>
</tr>
<tr>
<td>CHCNET1C</td>
<td>PARTICIPATE IN NETWORKS</td>
<td>20</td>
</tr>
<tr>
<td>HLTCS6D6A</td>
<td>RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR</td>
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</tr>
<tr>
<td>CHCNET1C</td>
<td>PARTICIPATE IN NETWORKS</td>
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</table>

Elective Units of Study
At least two units from Group 1

Group 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOAD1B</td>
<td>ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOAD6B</td>
<td>WORK WITH CLIENTS WHO ARE INTOXICATED</td>
<td>50</td>
</tr>
<tr>
<td>CHCOAD7B</td>
<td>PROVIDE NEEDLE EXCHANGE SERVICES</td>
<td>50</td>
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<tr>
<td>CHCCS9A</td>
<td>PROVIDE SUPPORT SERVICES TO CLIENTS</td>
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</table>

Group 2

<table>
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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHCYTH2C</td>
<td>PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHCYTH3C</td>
<td>SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES</td>
<td>30</td>
</tr>
<tr>
<td>CHCYTH4C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCYTH7C</td>
<td>RESPOND TO CRITICAL SITUATIONS</td>
<td>90</td>
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</table>

Group 3

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCHILD2C</td>
<td>SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>CHCHR0T9C</td>
<td>PROVIDE PRIMARY RESIDENTIAL CARE</td>
<td>90</td>
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</table>

Group 4

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCDVF1B</td>
<td>RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE</td>
<td>50</td>
</tr>
<tr>
<td>CHCDVF3B</td>
<td>PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND</td>
<td>50</td>
</tr>
<tr>
<td>CHCDVF6B</td>
<td>PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE</td>
<td>70</td>
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</tbody>
</table>

Group 5

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS1B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>47</td>
</tr>
<tr>
<td>CHCDIS2B</td>
<td>MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS3C</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
<td>20</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCAC1C</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC2C</td>
<td>75</td>
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<tr>
<td>CHCAC3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC17A</td>
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</tr>
<tr>
<td>CHCINF8A</td>
<td>40</td>
</tr>
<tr>
<td>CHCSS9A</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>50</td>
</tr>
<tr>
<td>Group 8</td>
<td></td>
</tr>
<tr>
<td>CHCSS9A</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>50</td>
</tr>
<tr>
<td>Group 9</td>
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</tr>
<tr>
<td>BSBCM206A</td>
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</tr>
<tr>
<td>CHCCD1B</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS405A</td>
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<tr>
<td>CHCORG25B</td>
<td>70</td>
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<tr>
<td>CHCTC1A</td>
<td>60</td>
</tr>
<tr>
<td>HLTF1A</td>
<td>10</td>
</tr>
<tr>
<td>HLTF2A</td>
<td>30</td>
</tr>
<tr>
<td>HLTF3A</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR4A</td>
<td>20</td>
</tr>
</tbody>
</table>

Note: Electives offered will be selected by the Department and subject to availability.

CERTIFICATE IV IN OUT OF SCHOOL HOURS CARE

Course Code: CHC40402

Campus: St Albans and Industry Workplace.

Career Opportunities
Child care supervisor, Service Coordinator

Scope of Delivery
Industry, part-time and full-time.

Course Objective
The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

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>CHCHILD1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCHN1D</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>30</td>
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<tr>
<td>CHCIC1C</td>
<td>70</td>
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<tr>
<td>CHCOHS401A</td>
<td>50</td>
</tr>
<tr>
<td>CHCPR1C</td>
<td>40</td>
</tr>
<tr>
<td>CHCPR3C</td>
<td>20</td>
</tr>
<tr>
<td>CHCYTH1C</td>
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<tr>
<td>SRCRD007A</td>
<td>20</td>
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<tr>
<td>SRXRS001A</td>
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<tr>
<td>SRXTEM003A</td>
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<tr>
<td>HLTF1A</td>
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</tr>
<tr>
<td>AND/OR</td>
<td></td>
</tr>
<tr>
<td>HLTF2A</td>
<td>30</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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN2C</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN3C</td>
<td>40</td>
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<tr>
<td>CHCCN4D</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3C</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN4D</td>
<td>30</td>
</tr>
</tbody>
</table>
### Certificate IV in Youth Work (I)

**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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCYTH1C</td>
<td>40</td>
</tr>
<tr>
<td>CHCYTH2C</td>
<td>60</td>
</tr>
<tr>
<td>CHCYTH3C</td>
<td>30</td>
</tr>
<tr>
<td>CHCYTH6C</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD12C</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS301A</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS401A</td>
<td>40</td>
</tr>
<tr>
<td>CHCSS402A</td>
<td>75</td>
</tr>
<tr>
<td>CHCSS405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>30</td>
</tr>
</tbody>
</table>

and one of the following units:

**CHCYTH4C** SUPPORT YOUNG PEOPLE IN CRISIS 40

or

**CHCYTH7C** RESPOND TO CRITICAL SITUATIONS 90

**Elective Units of Study**

At least four units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCCMN206A</td>
<td>30</td>
</tr>
<tr>
<td>CHCAOD2B</td>
<td>50</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCSS501A</td>
<td>150</td>
</tr>
<tr>
<td>CHCDFS1B</td>
<td>50</td>
</tr>
<tr>
<td>CHCMH1B</td>
<td>50</td>
</tr>
<tr>
<td>CHCSS9A</td>
<td>50</td>
</tr>
<tr>
<td>CHC0NTA</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG5B</td>
<td>50</td>
</tr>
<tr>
<td>CHCYTH10A</td>
<td>50</td>
</tr>
<tr>
<td>HLF1A</td>
<td>10</td>
</tr>
</tbody>
</table>

and/or

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLF2A</td>
<td>30</td>
</tr>
<tr>
<td>HLF3A</td>
<td>20</td>
</tr>
<tr>
<td>CHCCM1C</td>
<td>20</td>
</tr>
</tbody>
</table>

or

**CHCCM2C** ESTABLISH AND MONITOR A CASE PLAN 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.

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.
CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES 75
CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
CHCHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30

Effective Units of Study
At least two units selected from the following:
CHCMC2C ESTABLISH AND MONITOR A CASE PLAN 50
CHCMH8A PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND ADD ISSUES 90
HLTFA1A APPLY BASIC FIRST AID 10
CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES 150
CHCAO1D10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 75
CHCCS403A PROVIDE BRIEF INTERVENTION 75
CHCHPROM1A SHARE HEALTH INFORMATION 50
HLTFA1A APPLY BASIC FIRST AID 10
HLTFA2A APPLY ADVANCED FIRST AID 30

At least one unit selected from the following:
CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
CHCC9A PROVIDE SUPPORT SERVICES TO CLIENTS 50
CHCCH1B ORIENTATION TO MENTAL HEALTH WORK 50
CHCFR2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES 70
CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES 50
CHCYT10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE 50
CHCCS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING 75
CHCIC10C IDENTIFY AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE 150
CHCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
BSBCM1206A PROCESS AND MAINTAIN WORKPLACE INFORMATION 30
CHCHPROM2A IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION 75

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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>50</td>
</tr>
<tr>
<td>CHCHILD1C</td>
<td>30</td>
</tr>
<tr>
<td>CHCIC1D</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>50</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>70</td>
</tr>
<tr>
<td>CHCYT1C</td>
<td>40</td>
</tr>
<tr>
<td>SRCRCD007A</td>
<td>20</td>
</tr>
<tr>
<td>SRXRS001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTM003A</td>
<td>7</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>10</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>30</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCHIC2C</td>
<td>40</td>
</tr>
<tr>
<td>CHCRH1B</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>40</td>
</tr>
<tr>
<td>CHCRG5B</td>
<td>50</td>
</tr>
</tbody>
</table>
Unit Code   Hours
CHCPOL4A  DEVELOP AND IMPLEMENT POLICY 70
CHCPRI100C  DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE 170
CHRFR11B  WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD 70
CHCOHS501A  MANAGE WORKPLACE OHS MANAGEMENT SYSTEM 40

Diploma of Children's Services (I)
Course Code: CHC50302

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.
Recognition of prior learning may be available based on 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.
Unit Code   Hours
CHCCN1D  ENSURE CHILDREN'S HEALTH AND SAFETY 30
CHCCN2C  CARE FOR CHILDREN 70
CHCCN4D  RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES 30
CHCF1C  SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40
CHCPRI1C  DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
CHCPRI3C  DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS 20
CHCIC1C  INTERACT EFFECTIVELY WITH CHILDREN 70
CHCOGRG3B  PARTICIPATE IN THE WORK ENVIRONMENT 20
CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
### Diploma Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOMS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>AND OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</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.)

### 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>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCAL7B</td>
<td>FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCHILD3A</td>
<td>PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN3C</td>
<td>PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN5C</td>
<td>CARE FOR BABIES</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>CHCORG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHFC11C</td>
<td>STIMULATE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCRF1C</td>
<td>WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD</td>
<td>25</td>
</tr>
<tr>
<td>CHCRH1B</td>
<td>ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY</td>
<td>50</td>
</tr>
<tr>
<td>HLNTA3A</td>
<td>PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS</td>
<td>20</td>
</tr>
<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>HLNTA4A</td>
<td>PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>SRXRI8001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>SRCCRO001A</td>
<td>ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT</td>
<td>10</td>
</tr>
<tr>
<td>SRCCRO008A</td>
<td>INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SRXCA005A</td>
<td>CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS</td>
<td>8</td>
</tr>
<tr>
<td>SRCCRD007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
<td>20</td>
</tr>
</tbody>
</table>

These units may be compulsory in some jurisdictions:

- CHCFC6C PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN'S EXPRESSIVE DEVELOPMENT 60
- CHDCF8A PROVIDE EXPERIENCES WHICH ENHANCE CHILDREN'S DEVELOPMENT AND LEARNING 40

### 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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</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>CHCCS3C</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>
</tbody>
</table>
### FACULTY OF WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHGROUP3C</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>CHCCW1DL</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:

- CHCMC2: ESTABLISH AND MONITOR A CASE PLAN | 50
- CHCM3B: DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT | 75
- CHCM1B: ORIENTATION TO MENTAL HEALTH WORK | 50
- CHCFR2A: PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES | 70
- CHCYTH6C: DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS | 150
- CHNET3B: DEVELOP NEW NETWORKS | 75
- CHAO08D: ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES | 150
- CHCWI4A: DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES | 90
- CHCFV5B: COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE | 70
- CHPOL4A: DEVELOP AND IMPLEMENT POLICY | 70
- CHCYTH10A: WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE | 50
- CHCSS405A: WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS | 30
- CHCSS50A: ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE | 150
- CHCG205: RECRUIT AND CO-ORDINATE VOLUNTEERS | 70
- CHCNET3B: DEVELOP NEW NETWORKS | 75
- CHCWI4A: DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES | 90
- CHCPOL3A: UNDERTAKE RESEARCH ACTIVITIES | 50
- CHCPOL4A: DEVELOP AND IMPLEMENT POLICY | 70
- SRXTEM003A: WORK AUTONOMOUSLY | 7

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>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCM3B</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCD15B</td>
<td>DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
<td>150</td>
</tr>
<tr>
<td>CHCW13B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
<td>75</td>
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<tr>
<td>CHINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
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</tr>
<tr>
<td>CHNET3B</td>
<td>DEVELOP NEW NETWORKS</td>
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<tr>
<td>CHCRG6B</td>
<td>CO-ORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCPOL3A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCG29A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
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</tr>
<tr>
<td>CHCSS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCD11NA</td>
<td>MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHGROUP3C</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>
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<tr>
<td>CHCPOL3A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
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<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
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<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
<td>90</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Four elective units will be undertaken from the Community Services Training Package as chosen by the Department.
DIPLOMA OF ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC51102

Campus: Footscray Park.

Career Opportunities
Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery
Full-time and part-time.

Course Objectives
This course applies to workers providing services to clients in relation to alcohol and other drugs issues. It includes counselling, referral, advocacy and education/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.

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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1C</td>
<td>ADVOCATE FOR CLIENTS</td>
</tr>
<tr>
<td>CHCCS1B</td>
<td>DELIVER AND MONITOR SERVICES TO CLIENTS</td>
</tr>
<tr>
<td>CHCAOD8C</td>
<td>ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
</tr>
<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
</tr>
<tr>
<td>CHCCW13B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</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>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
</tr>
<tr>
<td>CHCAOD9C</td>
<td>PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES</td>
</tr>
<tr>
<td>CHCINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
</tr>
<tr>
<td>CHCDFV5B</td>
<td>COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE</td>
</tr>
<tr>
<td>CHCORG11B</td>
<td>LEAD AND DEVELOP OTHERS</td>
</tr>
<tr>
<td>CHCORG25B</td>
<td>RECRUIT AND CO-ORDINATION VOLUNTEERS</td>
</tr>
<tr>
<td>CHCORG27A</td>
<td>PROVIDE MENTAL SUPPORT TO COLLEAGUES</td>
</tr>
<tr>
<td>CHCHPROM2A</td>
<td>IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION</td>
</tr>
</tbody>
</table>

Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
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 organisational 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>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tr>
<td>CHCCOM3C</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS</td>
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<tr>
<td>CHCOR6B</td>
<td>CO-ORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR7B</td>
<td>MANAGE WORKPLACE ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCOR23B</td>
<td>CO-ORDINATE WORK</td>
<td>60</td>
</tr>
<tr>
<td>CHCOR28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
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<tr>
<td>CHCADM14B</td>
<td>MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
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<tr>
<td>BSBMGT609A</td>
<td>MANAGE RISK</td>
<td>60</td>
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<tr>
<td>CHCOHS501A</td>
<td>MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>PSPMNGT605A</td>
<td>MANAGE DIVERSITY</td>
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</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>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTF4A</td>
<td>MANAGE FIRST AID POLICY</td>
<td>40</td>
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<tr>
<td>CHCCD19A</td>
<td>ESTABLISH AND MAINTAIN COMMUNITY, GOVERNMENT AND BUSINESS PARTNERSHIPS</td>
<td>150</td>
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<tr>
<td>CHINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCOR10B</td>
<td>MANAGE ORGANISATIONAL CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>CHCOR11B</td>
<td>LEAD AND DEVELOP OTHERS</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR14B</td>
<td>MANAGE A SERVICE ORGANISATION</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR25B</td>
<td>RECRUIT AND CO-ORDINATE VOLUNTEERS</td>
<td>70</td>
</tr>
<tr>
<td>CHCOR27A</td>
<td>PROVIDE MENTORING SUPPORT TO COLLEAGUES</td>
<td>60</td>
</tr>
<tr>
<td>CHCOR29A</td>
<td>PROVIDE COACHING AND MOTIVATION</td>
<td>70</td>
</tr>
<tr>
<td>CHCOHS501A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS502A</td>
<td>EVALUATE AND IMPROVE WORKPLACE OHS MANAGEMENT SYSTEM</td>
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<tr>
<td>SRXGOV004A</td>
<td>WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION</td>
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<tr>
<td>SRXTEM003A</td>
<td>WORK AUTONOMOUSLY</td>
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Group 2

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<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
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<tr>
<td>CHCAD3A</td>
<td>UNDERTAKE SYSTEMS ADVOCACY</td>
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</tr>
<tr>
<td>CHCAD4A</td>
<td>PROVIDE ADVOCACY AND REPRESENTATION</td>
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</tr>
<tr>
<td>CHCAD5A</td>
<td>REPRESENT THE CLIENT IN COURT</td>
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</tr>
<tr>
<td>CHCAD6A</td>
<td>REPRESENT THE ORGANISATION IN COURT</td>
<td>75</td>
</tr>
<tr>
<td>CHCAL23C</td>
<td>MANAGE HOME BASED CARE ADMINISTRATION REQUIREMENTS</td>
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<tr>
<td>CHCAOD10A</td>
<td>WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES</td>
<td>75</td>
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<tr>
<td>CHCAOD11A</td>
<td>PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES</td>
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<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>CHCCD14B</td>
<td>IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
<td>70</td>
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<tr>
<td>CHCCD5C</td>
<td>DEVELOP COMMUNITY RESOURCES</td>
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</tr>
<tr>
<td>CHCCD8B</td>
<td>SUPPORT COMMUNITY ACTION</td>
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</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 core and elective course competencies.

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

Selection Procedures
Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration
The course may be offered on a full-time basis over a minimum of 1027 nominal hours or part-time equivalent.

Practical Component
A supervised workplace assessment program is required for all units and is organised by the Department in an appropriate children's services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees
This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions.

Course Structure
Prerequisites
All prerequisites must be completed prior to commencing core and elective units.

Unit Code | Hours
--- | ---
CHC60202 | 100

Unit Code | Hours
--- | ---
CHCCN1D | ENSURE CHILDREN'S HEALTH AND SAFETY 30
CHCCN2C | CARE FOR CHILDREN 70
CHCCN4D | RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES 30
CHCPR1C | DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
CHCPR3C | DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS 20
HLTF1A | APPLY BASIC FIRST AID 10
HLTF2A | APPLY ADVANCED FIRST AID 30
CHCNC5C | CARE FOR BABIES 40
CHCFC1C | SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40
CHCIC1C | INTERACT EFFECTIVELY WITH CHILDREN 70
CHCNC8B | PLAN CARE ROUTINES 70
CHCFC2C | FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT 40
CHCFC3C | FOSTER AND ENHANCE CHILDREN'S SOCIAL, EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT 100
CHCFC5C | FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT 100
CHCPR2C | ARRANGE/Organise EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT 80
CHCPR9C | DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN 70
CHCRL1B | WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD 70
CHCCN11C | ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT 40
### FACULTY OF WORKFORCE DEVELOPMENT

#### Unit Code

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>CHCIC12C</td>
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<tr>
<td>CHCPR10C</td>
<td>170</td>
</tr>
<tr>
<td>CHCCS301A</td>
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<tr>
<td>CHCOHS301A</td>
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<tr>
<td>CHCCHILD1C</td>
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</tr>
<tr>
<td>CHCCHILD2C</td>
<td>50</td>
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<tr>
<td>CHCOHS501A</td>
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<tr>
<td>CHCCHILD1C</td>
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</tr>
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<td>CHCCHILD2C</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS501A</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Core Units of Study

- CHCAD3A: Undertake Systems Advocacy
- CHCCS4C: Manage the Delivery of Quality Client Service
- CHCCS7C: Coordinate the Assessment and Delivery of Services to Clients with Particular Needs
- CHCNET4A: Work with Other Services
- CHCOR27B: Manage Workplace Issues
- CHCOR20B: Promote and Represent the Service
- CHCOR21B: Act as a Resource to Other Services
- CHCOR24B: Provide Leadership in Community Services Delivery
- CHCORG7A: Manage Workplace OHS Management System
- CHCORG19B: Develop and Maintain the Quality of Service Outcomes
- BSBMGT608A: Manage Innovation and Continuous Improvement

#### 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
- CHCCS4E: Advocate for the Rights and Needs of Children and Young People
- CHCW13B: Work with Clients Intensively
- CHCF10C: Enhance the Emotional and Psychological Development of Children
- CHCF20B: Promote the Ethical Understandings of Children
- CHCRO5B: Manage Complex Behavioural Situations
- CHCIN4B: Manage the Organisation's Information Systems
- CHCR13B: Facilitate the Development of Programs for Children with Additional Needs
- CHCR21B: Promote Equity in Access to the Service
- CHCR22B: Plan Child Care Provision with Families
- CHCR23B: Respond to Problems and Complaints about the Service
- CHCR24B: Support Parents in their Parenting Role
- CHCS11B: Facilitate the Inclusion of Children with Additional Needs
- CHCY18B: Manage Service Response to Young People in Crisis
- CHCCS405A: Provide Education and Support on Health, Wellbeing and Parenting
- CHCR28A: Reflect and Improve upon Professional Practice
- CHCR29A: Provide Coaching and Motivation
- CHCPROT14B: Develop Protocols for Operating within a Statutory Environment
- PSTMGNT600A: Manage Diversity
- SRXTM503A: Work Autonomously

The following pairs of units are interchangeable and only one of each should be elected:

- CHCOR10B: Manage Organisational Change
- LGACOM502A: Co-ordinate and Facilitate a Change Process
- CHCOR11B: Lead and Develop Others
- BSBMGT605A: Provide Leadership across the Organisation
- CHCOR12B: Review Organisational Effectiveness
- BSBMGT603A: Review and Develop Business Plans

### ADVANCED DIPLOMA OF COMMUNITY SERVICES MANAGEMENT

#### Course Code: CHC60402

- **Campus:** Industry only.
- **Career Opportunities**
  - Service Coordinator, 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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS4C</td>
<td>90</td>
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<tr>
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<td>CHCDG19A</td>
<td>150</td>
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<tr>
<td>CHCORG14B</td>
<td>90</td>
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<tr>
<td>BSBMGT605A</td>
<td>60</td>
</tr>
<tr>
<td>PSMNMT605A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus one of the following units:

- CHCORG11B LEAD AND DEVELOP OTHERS 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>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA4A</td>
<td>40</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>75</td>
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<td>CHCORG8C</td>
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</tr>
<tr>
<td>CHCORG9B</td>
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<td>CHCPOL7A</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>CHCORG15B</td>
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<tr>
<td>CHCORG26A</td>
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<tr>
<td>CHGDS501A</td>
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<tr>
<td>BSBMGT606A</td>
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<tr>
<td>SRXGOV004A</td>
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<tr>
<td>BSBMGT604A</td>
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</tbody>
</table>

Any one of the following three units:

- CHCINF4B MANAGE THE ORGANISATION’S INFORMATION SYSTEMS 75
- CHCINF6B MANAGE INFORMATION STRATEGICALLY 90
- BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION 60

One of the following:

- CHCORG10B MANAGE ORGANISATIONAL CHANGE 150
- LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS 40

Either:

- CHCORG13B MANAGE ORGANISATIONAL STRATEGIC AND BUSINESS PLANNING 90
- BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION 60
- BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS 60

One unit from the following pairs of units:

- CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES 90
- BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 60
- CHCORG20B PROMOTE AND REPRESENT THE SERVICE 90
- CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES 90
- CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS 70
- SRXHRM001B MANAGE VOLUNTEERS 20

### Group 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBATSIL502A</td>
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<tr>
<td>CHCAD3A</td>
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<tr>
<td>CHCDI5B</td>
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<tr>
<td>CHCDG18A</td>
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<td>CHCDG6B</td>
<td>90</td>
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<td>CHCH20C</td>
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<tr>
<td>CHCET4A</td>
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<tr>
<td>CHCM5B</td>
<td>90</td>
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<tr>
<td>CHCCS7C</td>
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FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS 40
CHCORG16B MANAGE TRAINING 150
CHCPROT14B DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT 150
CHCPROT3D MANAGE PROVISIONS OF OUT OF HOME CARE 50
CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS 150
CHCYTH9C DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS 150
SRXGOV001A PARTICIPATE AS A MEMBER OF AN EFFECTIVE BOARD OF AN ORGANISATION 20
SRXGOV002A UNDERTAKE THE ROLE OF AN INDIVIDUAL DIRECTOR OF AN ORGANISATION 25
OR
BSBATSIL501A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2) 40

CERTIFICATE III IN NON-EMERGENCY PATIENT TRANSPORT
Course Code: HLT30202

This course is offered by the TAFE School of Human Services, Science and Technology in association with the School of Health Sciences in the Faculty of Human Development.
Campus: St Albans Campus.
Career Opportunities
To apply for positions of/as patient transport officer (PTO) in the private non-emergency patient transport sector in Victoria. The PTO works as an associate with the primary officer.
Scope of Delivery
This is a full fee paying course. This course is offered on a part time basis.
Course Objective
The course aims to provide the knowledge and skills required of those who drive non-emergency patient transport vehicles.
Entry Requirements
To qualify for admission to the course, applicants demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
English literacy requirements might apply.
Course Duration
The course may be offered on a full-time basis over 395 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>HLT30202</td>
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Core Units of Study (355 nominal hours)

<table>
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<th>Unit of Study Code</th>
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<tbody>
<tr>
<td>CHCAC3A</td>
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<tr>
<td>HLTFA2A</td>
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<tr>
<td>HLTIN1A</td>
<td>20</td>
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<td>CHCDIS1C</td>
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<td>HLTHSE1A</td>
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<tr>
<td>HLTAMBFC1A</td>
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</table>

Elective Units of Study (40 nominal hours)
two units (together totalling 40 nominal hours) selected by the student, with the approval of the Head of Department, having regard to the relevant units in:

- Australian Qualifications Framework Level 3 in the Health Training Package: HLT02 (V2.0), Australian National Training Authority, 2001;
- Australian Qualifications Framework Level 3 in any relevant Training Package endorsed by the Australian National Training Authority.

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)
Course Code: HLT50402

Campus: St Albans Campus.
Career Opportunities
To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.
Scope of Delivery
This course is offered on a part time basis.
Course Objective
The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.
Entry Requirements
To qualify for admission to the course, applicants demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
English literacy requirements might apply.
Course Duration
The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study (980 nominal hours)</th>
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<tbody>
<tr>
<td>Unit Code</td>
<td>Hours</td>
</tr>
<tr>
<td>HLTIN1A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>HLTHIR2A</td>
<td>CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY</td>
</tr>
<tr>
<td>HLTAMBT1A</td>
<td>TRANSPORT NON-EMERGENCY PATIENTS</td>
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<tr>
<td>HLTAMBT2A</td>
<td>TRANSPORT EMERGENCY PATIENTS</td>
</tr>
<tr>
<td>BSBCM204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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<tr>
<td>BSBCM303A</td>
<td>CONTRIBUTE TO THE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<tr>
<td>HLTAMBAE2A</td>
<td>IMPLEMENT SPECIALIST ACCESS AND EGRESS PROCEDURES</td>
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<tr>
<td>HLTAMBAE1A</td>
<td>ENABLE SAFE ACCESS AND EGRESS IN AN EMERGENCY</td>
</tr>
<tr>
<td>HLTAMBAE3A</td>
<td>FOLLOW PROCEDURES FOR ROUTINE SAFE EXTRICATION OF PATIENT</td>
</tr>
<tr>
<td>HLTAMBAE4A</td>
<td>FOLLOW PROCEDURES FOR SAFE EXTRICATION OF PATIENT IN A LIFE THREATENING SITUATION</td>
</tr>
<tr>
<td>HLTAMBCR2A</td>
<td>DELIVER STANDARD PRE-HOSPITAL PATIENT CARE</td>
</tr>
<tr>
<td>HLTAMBF1A</td>
<td>COMMUNICATE WITHIN AN AMBULANCE ENVIRONMENT</td>
</tr>
<tr>
<td>HLTAMBF2A</td>
<td>COMMUNICATE IN COMPLEX OR DIFFICULT SITUATION</td>
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<tr>
<td>HLTAMBP1A</td>
<td>MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT</td>
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<tr>
<td>HLTAMBS1A</td>
<td>MANAGE ROUTINE SCENE</td>
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<tr>
<td>HLTAMBS2A</td>
<td>MANAGE SCENE OF SPECIAL EVENT</td>
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<td>HLTAMBS3A</td>
<td>MANAGE THE SCENE OF AN EMERGENCY</td>
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<tr>
<td>PUACOM005A</td>
<td>FOSTER POSITIVE ORGANISATIONAL IMAGE IN THE COMMUNITY</td>
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<tr>
<td>PUAOHS003A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES</td>
</tr>
<tr>
<td>PUAVEH001A</td>
<td>DRIVE VEHICLES UNDER OPERATIONAL CONDITIONS;</td>
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</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of Family and Community Services in 2008.

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

BSBATSIL501A MEET THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER (2)
Content: This unit covers the diverse roles and responsibilities of being a Board member. This unit, when combined with BSBATSIL508A Be a community leader and BSBATSIL502A Work with the manager, is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBATSIL502A WORK WITH THE MANAGER
Content: This unit covers appointing the Manager, clarifying respective roles and working together effectively on an on-going basis. This unit, in combination with BSBATSIL508A Be a community leader and BSBATSIL501A Meet the roles and responsibilities of a Board member (2), is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS
Content: 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

BSBMGT604A MANAGE BUSINESS OPERATIONS
Content: This unit covers the diverse roles and responsibilities of being a Board member. This unit, when combined with BSBATSIL508A Be a community leader and BSBATSIL501A Meet the roles and responsibilities of a Board member (2), is equivalent to SRXGOV001A Participate as a member of an effective Board organisation.
Nominal Hours: 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 care 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

CHCAC3C ORIENTATION TO AGED CARE WORK
Content: Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of "positive ageing"; Support the rights and interests of older person.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS
Content: Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person's cultural and spiritual preferences; Support the older person.
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

CHCACC7C PLAN AND MONITOR SERVICE DELIVERY PLANS
Content: Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CHCAD1C ADVOCATE FOR CLIENTS
Content: Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.
Nominal Hours: 20 Hours
Assessment: Group assessment, research, written assessment, role plays

CHCAD2B 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

CHCAD2C SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS
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

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION
Content: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCAD5A 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

CHCADMIN3B 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

CHCADMIN4A 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

CHCADMIN4B 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

CHCADMIN5A 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 FULLFIL 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
CHCAOD2B 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 DRUG 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

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Working with individuals and in the community to facilitate public awareness and resolution of issues.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.
Nominal Hours: 70 Hours
Assessment: Written assignment, presentation

CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Content: Establish and build group processes; Facilitate and maintain public processes; Implement structures.
Nominal Hours: 150 Hours
Assessment: Written work, group work task

CHCCD18A 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

CHCCD19A 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

CHCCD1B SUPPORT COMMUNITY PARTICIPATION
Content: Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCD2B 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

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY
Content: Identify information requirements; Address information requirements.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Content: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours: 150 Hours
Assessment: Written report, group work task

CHCCD4C DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Content: Developing community programs to ensure maximum participation
CHCCDSB 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

CHCCDSC DEVELOP COMMUNITY RESOURCES
Content: Assess community resource requirements Develop and acquire resources. Facilitate community access to resources.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS
Content: Work with the community to establish new organisations and networks.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCD6B ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS
Content: Establish the need, purpose and philosophy for the organisation. Review and develop organisational structures. Meet legal requirements to establish or develop the organisation. Market and promote the organisation changes.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCD6B 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

CHCCD6B SUPPORT COMMUNITY LEADERSHIP
Content: Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Nominal Hours: 90 Hours
Assessment: Simulation, written assignment

CHCH20C ACQUIRE PROPERTIES BY PURCHASE OR TRANSFER
Content: Formulate terms and conditions of contract or transfer agreement element. Negotiate contract/agreement terms and conditions. Confirm acceptability of contract.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM
Content: Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.
Nominal Hours: 20 Hours
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCHILD2C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS
Content: Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCHILD3A PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES
Content: This unit applies to workers who use a range of strategies that aim to prevent child abuse and neglect by building the capacities of individuals and communities to care for children. It can apply to working with individuals, groups or a community. It focuses on providing access to appropriate developing information and support networks.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by assignments, tests, projects, classwork, case studies.

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 ESTABLISH AND MONITOR A CASE PLAN
Content: Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Content: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Nominal Hours: 75 Hours
Assessment: Presentation, group work, task, written report

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.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCCM5A DEVELOP PRACTICE STANDARDS
Content: Promote practice standards; Provide case work consultancy to promote best practice.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

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

CHCCN1C 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

CHCCN3C PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER
Content: This unit covers the preparation of nutritionally balanced food for babies, children and young people applying basic food handling practices including personal hygiene.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES
Content: Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Respond to threats and situations of danger.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

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

CHCCN8B PLAN CARE Routines
Content: Plan daily routine. Adapt and change routines.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
Content: Exercise effective communication techniques; Follow routine instructions; Complete reports as required.
Nominal Hours: 20 Hours
Assessment: Role plays, presentation, in class assessment, written assignments

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS
Content: Effective communication in the workplace and applying specialist communication techniques.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Content: Identify appropriate communication strategies to meet the needs of clients and colleagues 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

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Nominal Hours: 75 Hours
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

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

CHCCS1B 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

CHCCS2C 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

CHCCS301A 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

CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION
Content: Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation's procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCS304A ASSIST WITH SELF MEDICATION
Content: Check authority to provide assistance; Assist with self administration; Comply with the organisation's procedures for handling the range of contingencies which may arise.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCCS3C 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

CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR
Content: Monitor the behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.
CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES
Content: Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.
Nominal Hours: 75 Hours
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCS403A 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

CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Content: Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Nominal Hours: 30 Hours
Assessment: Oral presentation, in class discussion, written assignment, portfolio, case studies

CHCCS406A 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

CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER
Content: Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCS4A 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

CHCS4C 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

CHCCS501A 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

CHCCS55B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Content: Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS
Content: Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCCS7A 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

CHCCSL601A 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

CHCCSL602A FACILITATE THE COUNSELLING RELATIONSHIP
Content: Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; ng the counselling process to an end.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

CHCCSL603A 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.
CHCCSL604A 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

CHCCW3B 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

CHCCW4A 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

CHCDFV1B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE
Content: Work within a domestic violence framework; Promote confidence with clients affected by domestic violence; Identify client needs; Respond to client needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDFV3B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE
Content: Identify immediate risks and needs; Explore interventions; Develop and implement support plans.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDFV5B COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE
Content: Establish confidence; Explore issues; Identify possible future directions.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE
Content: Establish confidence and rapport with children; Explore issues and develop plans; Provide support, advocacy and information.
Nominal Hours: 70 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: 90 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

CHCDIS16A PROVIDE ADVANCED 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: 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: As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Content: Work to enhance the independence and ‘self-determination’ of the person with a disability; Foster the independence of a person
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Content: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a person with a disability.
Nominal Hours: 90 hours
Assessment: As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES
Content: This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES
Content: Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT
Content: Assess the person with a disability's personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING
Content: Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION
Content: Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

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

CHCES501A MANAGE SERVICES DELIVERY IN PURCHASER/PROVIDER RELATIONSHIP WITH GOVERNMENT
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCES502A RESEARCH AND REPORT ON LABOUR MARKET INFORMATION
Content: Research labour market information. Analyse labour market information. Report on labour market information Apply knowledge of the labour market to market activities.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCFC10C 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

CHCFC11C 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

CHCFC12C 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

CHCFC20B 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

CHCFC22C 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
FACULTY OF WORKFORCE DEVELOPMENT

Assessment: As per accredited curriculum

CHCFC3C 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

CHCFC5C FOSTER AND ENHANCE CHILDREN’S COGNITIVE AND LANGUAGE DEVELOPMENT
Content: Assist children to develop thinking and problem solving skills. Stimulate children’s awareness. Stimulate the child’s use and understanding of language. Support the child’s skills in their own (non English) language as relevant. Assess language development of the child and plan strategies for language development.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

CHCFC6C PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN’S EXPRESSIVE DEVELOPMENT
Content: This unit is an essential part of 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

CHCFC7C 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

CHCFC8A 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, imaginative and creative play experiences.
Nominal Hours: 60 hours
Assessment: As per accredited curriculum

CHCGROUP2C SUPPORT GROUP ACTIVITIES
Content: Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.
Nominal Hours: 15-20 Hours
Assessment: In class assessment, role plays, case studies

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES
Content: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities
Nominal Hours: 50 Hours
Assessment: oral presentation, in class discussion, written assignment

CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT
Content: Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles;
Cultural and religious issues when working in home and community settings.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCHC302A PROVIDE PERSONAL CARE
Content: Demonstrate an understanding of personal care.; Recognise and report changes in an older person's health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrated understanding of lifting/moving methods and aids and equipment.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCHPROM1A 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

CHCHPROM2A 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

CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR
Content: Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child’s behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES
Content: Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Content: Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child's additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN
Content: Communicate positively with children on an ongoing basis; Promote positive behaviour; Collaborate with children about their interests; Respect similarities and differences and encourage children to respect these differences; Support children in learning about the decision making process.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCIC20B 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

CHCICAB 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

**CHCINF2B 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

**CHCINF4A 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

**CHCINF4B MANAGE THE ORGANISATION’S INFORMATION SYSTEMS**

Content: Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

**CHCINF5A MANAGE STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS**

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

**CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS**

Content: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Nominal Hours: 90 Hours
Assessment: Placement workbook

**CHCINF6B MANAGE INFORMATION STRATEGICALLY**

Content: Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation’s strategic management of information.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCINF7B MEET INFORMATION NEEDS OF THE COMMUNITY**

Content: Identify information requirements; Address information requirements.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CHCINF8A 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

**CHCMH8A 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

**CHCNET1C 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
FACULTY OF WORKFORCE DEVELOPMENT

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

CHCORG23B 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
**CHCORG23C CO-ORDINATE WORK**
Content: Performing work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of clients.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**CHCORG24B PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY**
Content: Develop effective leadership role; Provide direction; Promote community work and maintain quality performance.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

**CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS**
Content: Identify the need and roles for volunteers in the organisation; Recruit volunteers; Integrate volunteers to organization; On-going support of volunteers is provided.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CHCORG26A MANAGE A SERVICE LEGAL AGREEMENT**
Content: Investigate partnership opportunities; Negotiate support agreement terms and conditions; Implement support agreement; Evaluate support agreements.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

**CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES**
Content: Establish a relationship with mentoree; Offer mentoring support.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE**
Content: Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Nominal Hours: 120 Hours
Assessment: Resume, presentation, written report

**CHCORG29A PROVIDE COACHING AND MOTIVATION**
Content: Prepare for on job coaching; Coach on the job; Follow up coaching.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

**CHCORG2B 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.
Nominal Hours: 50 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: Written assignments, group projects

**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 group 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 project/activity; Prepare a project plan; Establish appropriate people management processes to make implementation of the project plan possible; Promote and advertise project/activity; Evaluate and report on project/activity.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

**CHCORG9B MANAGE PROJECTS AND STRATEGIES**
Content: Consider the need and scope for the project/activity; Prepare a project plan; Identify and acquire resources to make implementation of the project plan possible; Promote and advertise project/activity; Manage implementation of project/activity; Evaluate and report on project/activity.
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

CHCP&R7A MANAGE POLICY DEVELOPMENT
Content: Establishing, coordinating and promoting strategic policy development in the context of changing social and political environment.
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

CHCPR1T DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure; Actively guide and encourage children to undertake a variety of developmentally appropriate activities; Facilitate children’s play and leisure.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCPR2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT
Content: Establish an environment that can foster children's development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan, implement and evaluate developmentally appropriate experiences for children; Encourage children’s involvement in experiences.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

CHCPR3C DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS
Content: Gather information about the child through observation; Gather information about the child from secondary sources; Record observations appropriately; Use observations and information collected to understand the child and contribute to program planning.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCPR9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN
Content: Gather and document detailed information about the child; Monitor children’s developmental progress and develop understanding of individual children; Use information from observations with others; Use information to plan the program; Design observation systems with others.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

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: 50 Hours
Assessment: As per accredited curriculum

CHCPR5C 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

CHCPR9C 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
**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

**CHCRH1B ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY**

Content: Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**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 NEEDS**

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 programs; 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 programs; 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
### 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:** 60 Hours
- **Assessment:** As per accredited curriculum

### CHCYTH11C 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

### FDFTECPAK4A 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

### 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 specialist 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

### 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

### 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
HLTAMBFC1A 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

HLTAMBFC2A COMMUNICATE IN COMPLEX OR DIFFICULT SITUATION
Content: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing ambulance services.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBPD1A MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Content: This unit involves recognising stress in the work environment and developing a personal stress management plan. It also involves providing and receiving support from colleagues in the management of stress at work.
Nominal Hours: 10
Assessment: As per accredited curriculum

HLTAMBSC1A MANAGE ROUTINE SCENE
Content: This unit involves the routine management of a non-emergency situation to ensure safety at the scene.
Nominal Hours: 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

HLTAMBT1A 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

HLTAMBT2A 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

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/clients.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTCSD5A ASSIST WITH CLIENT/PATIENT MOVEMENT
Content: TBA
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

HLTFA1A APPLY BASIC FIRST AID
Content: Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

HLTFA2A APPLY ADVANCED FIRST AID
Content: Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.
Nominal Hours: 30 Hours
Assessment: In class assessment, written and practical test

HLTFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES
Content: Maintain resources; Record and manage records.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTFA4A 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

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

HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT
Content: Maximise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

HLTNA3A PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS
Content: Identify conditions requirement a nutrition care plan most commonly encountered by the client/patient group. Identify the special nutritional and dietary needs of client/patient groups Develop or modify meals and menus to meet the special nutritional and dietary needs of client/patient groups. Plan meals to meet the nutritional needs of ‘at risk’ groups.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

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
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 DEVOISE 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

PRXPD14A 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

PRXPD15A APPOINT AND MANAGE A CONSULTANT PROJECT TEAM
Content: Establish the requirements for a project team; Determine contractual terms of appointment; Prepare consultants’ briefs; Monitor performance.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PRXPD16A APPOINT PROJECT CONTRACTORS
Content: Confirm and sign off on construction documentation; Prepare contract documentation; Select contractor; Negotiate contractor arrangements; Execute contract agreement.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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: Assure 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 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

PUAOH5003A 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 (OHS) 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

SRCCRD002A 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

SRCCRD007A DEVELOP RECREATION PROGRAMS
Content: This unit covers competency in preparing recreation programs in a community recreation work environment.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

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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

SCHOOL OF FAMILY AND COMMUNITY STUDIES

Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRCCRO002A 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

SRCCRO008A 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

SRCCRO009A 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.
Nominal Hours: 30 Hours
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

SROABL002A 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
FACULTY OF WORKFORCE DEVELOPMENT

SRXOH5001A 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

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

SRXORG0002A 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

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS

Prerequisite(s) VAJ049 Foundations of Law 1.
Content: Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAK262 WORK ENVIRONMENT-SUPERVISION

Prerequisite(s) VAJ049 Foundations of Law 1.
Content: Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT-STAFFING

Content: This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING

Content: This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAL689 SOCIOLOGY

Content: Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Nominal Hours: 68 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBBK280 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

VBBK281 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

VBBK282 LEGAL ASPECTS 3 FOR JUSTICE STUDIES

Content: Sentencing Act; Bail Act; Summary Offences Act; Crimes Act; Crimes Classification Act; County Court Act; Children's Court Act; Magistrates' Court Act; Crimes Compensation Act; Road Safety Act
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VBBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM

Content: The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject.
Content: As per accredited curriculum
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBBK284 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

VBBK285 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

VBBK286 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

VBBK287 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

VBBK288 SOCIAL RESEARCH AND ANALYSIS

Content: On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.
Nominal Hours: 54 Hours
Assessment: As per accredited curriculum

VBBK289 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.
SCHOOL OF HOSPITALITY, TOURISM AND EVENTS

Below are details of courses offered by the School of Hospitality, Tourism and Events in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

CERTIFICATE II IN HOSPITALITY (OPERATIONS)

Course Code: THH21802

Campus: Footscray Nicholson Campus.

Career Opportunities

Entry level employment across areas of hospitality.

Scope of Delivery

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

Course Objectives

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

Entry Requirements

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

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

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

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS 20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A socIALLY DIVERSE ENVIRONMENT 20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5</td>
</tr>
<tr>
<td>THHGH01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES 15</td>
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<tr>
<td>THHOC01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 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;
- Front Office;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery.

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF09B Provide responsible service of alcohol must be selected.

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS) (I)

Course Code: THH22002

Campus: Footscray Nicholson.

Career Opportunities

Entry level employment in a range of Kitchen functions.

Scope of Delivery

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

Course Objectives

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

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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

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<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5</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) (I)

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

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<tbody>
<tr>
<td>THHCC01B</td>
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<tr>
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Elective Units of Study

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

• Commercial Cookery;
• Commercial Catering;
• Asian Cookery.

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

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

CERTIFICATE III IN HOSPITALITY (CATERING OPERATIONS) (I)
Course Code: THH32902

Campus: Sunbury.
Career Opportunities
Cook or kitchen attendant in a catering operation, e.g., hospital or restaurant.
Scope of Delivery
The normal delivery mode for this program is on a full-time basis only.
Course Objectives
The course aims to provide training and knowledge for employees in the hospitality industry who perform a range of skilled catering operations with the need to apply discretion and judgement.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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 is through a TAFE Direct Admission form. Applicants are advised to attend an information session.
Course Duration
The course is 6 months on a full-time basis.

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</table>

Elective Units of Study
Seven units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE III IN HOSPITALITY (OPERATIONS)
Course Code: THH33002

Campus: Industry.
Career Opportunities
Food and beverage attendant in a gaming restaurant or hotel venue.
Scope of Delivery
This course is offered as a Traineeship only.
Course Objectives
The course provides training and knowledge required for hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.
Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of School that they have achieved competency in the following units or equivalent.
Course Duration
Industry based traineeship over 568 nominal hours.
## Course Structure

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</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>
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<tr>
<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
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<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). Applicants are advised to attend an information session. 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

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**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</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>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>
<tr>
<td>THHGGA06B</td>
<td>RECEIVE AND STORE STOCK</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA07B</td>
<td>CONTROL AND ORDER STOCK</td>
<td>25</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
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<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Thirteen units are required of which a minimum of seven units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02).
• Food and Beverage;
• Gaming;
• Front Office;
• Housekeeping;
• Commercial Catering;
• Patisserie;
• Asian Cookery;
• Sales/Office Operations;
• Wine Tourism;
• Commercial Cookery;

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF09B Provide responsible service of alcohol must be selected.

DIPLOMA OF HOSPITALITY MANAGEMENT (I)

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   Hours
Core Units of Study
THHCO01B WORK WITH COLLEAGUES AND CUSTOMERS 20
THHCO02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
THHCO03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 5
THHGGA01B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
THHGGA02B FOLLOW WORKPLACE HYGIENE PROCEDURES 15
THHGGA03B COMMUNICATE ON THE TELEPHONE 10
THHGGA04B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS 45
THHGGA05B DEAL WITH CONFLICT SITUATIONS 20
THHGGA06B COACH OTHERS IN JOB SKILLS 20
THHGGA07B RECEIVE AND STORE STOCK 10
THHGGA08B CONTROL AND ORDER STOCK 25
THHGGA09B MONITOR WORK OPERATIONS 30
THHGGA10B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 30
THHGGA11B LEAD AND MANAGE PEOPLE 60
THHGGA12B INTERPRET FINANCIAL INFORMATION 60
THHGGA13B DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
THHGGA14B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE 30
THHGGA15B ROSTER STAFF 30
THHGGA16B MANAGE QUALITY CUSTOMER SERVICE 30
THHGGA17B MANAGE FINANCES WITHIN A BUDGET 30
THHGGA18B PREPARE AND MONITOR BUDGETS 30
THHGGA19B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
THHGGA20B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
THHGGA21B 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 (THH02/THT02).
• Food and Beverage
• Front Office
• General Administration
• Computer Technology
• Financial Administration
• Hygiene, Health, Safety and Security
• Housekeeping
• Gaming
FACULTY OF WORKFORCE DEVELOPMENT

- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

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

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

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (I)

Course Code: THH60202

Campus: Footscray Nicholson.

Career Opportunities
Hospitality management.

Scope of Delivery
The normal delivery model 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).

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 offered over 24 months on a full-time basis 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>
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</tr>
<tr>
<td>THHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
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<tr>
<td>THHHC001B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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<tr>
<td>THHHGS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
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<tr>
<td>THHGGA01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
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</tr>
<tr>
<td>THHGS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
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<tr>
<td>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
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<td>THHGGA06B</td>
<td>RECEIVE AND STORE STOCK</td>
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<td>THHGGA07B</td>
<td>CONTROL AND ORDER STOCK</td>
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<tr>
<td>THHGEO1B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
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</tr>
<tr>
<td>THHGLE03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
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<tr>
<td>THHGLE04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
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</tr>
<tr>
<td>THHGLE05B</td>
<td>ROSTER STAFF</td>
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<tr>
<td>THHGLE11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
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<td>THHGLE14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
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<tr>
<td>THHGLE20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
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<td>THHGS08B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
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<tr>
<td>THHGLE09B</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
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<tr>
<td>THHGLE15B</td>
<td>MANAGE FINANCIAL OPERATIONS</td>
<td>75</td>
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<tr>
<td>THHGLE16B</td>
<td>MANAGE PHYSICAL ASSETS</td>
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<td>THHGLE19B</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>40</td>
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<tr>
<td>THHGLE12B</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>80</td>
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<tr>
<td>THHGLE06B</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE07B</td>
<td>RECRUIT AND SELECT STAFF</td>
<td>60</td>
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</tbody>
</table>

Elective Units of Study

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

- Food and Beverage;
- Front Office;
- General Administration;
- Computer Technology;
- Financial Administration;
- Hygiene, Health, Safety and Security;
- Housekeeping;
- 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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>TTHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>TTHCOR03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>DEVELOP AND UPDATE LOCAL KNOWLEDGE</td>
<td>10</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of Study
Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02).
• Sales/Office Operations;
• Guiding;
• Tour Operations;
• Attractions and Theme Parks;
• Wine Tourism;
• Meetings and Events.

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

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

Campus: Werribee.
Career Opportunities
International Travel Consultant.
Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part-time basis with the course selection officer.

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

Course Objective
The course aims to provide training and knowledge for an International Travel Consultant.

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

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

**Unit Code** | **Hours**
---|---
THHCOR01B | WORK WITH COLLEAGUES AND CUSTOMERS | 20
THHCOR02B | WORK IN A SOCIALLY DIVERSE ENVIRONMENT | 20
THHCOR03B | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES | 5
THTTCO01B | DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE | 25
THHGGA01B | COMMUNICATE ON THE TELEPHONE | 10
THHGGA02B | PERFORM OFFICE PROCEDURES | 20
BSBCM205A | USE BUSINESS TECHNOLOGY | 30
BSBCM213A | PRODUCE SIMPLE WORDPROCESSED DOCUMENTS | 60
THHGFA01B | PROCESS FINANCIAL TRANSACTIONS | 25
THHGCS03B | DEAL WITH CONFLICT SITUATIONS | 20
THTSOP003B | SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE | 85
THTSOP004B | ACCESS AND INTERPRET PRODUCT INFORMATION | 65
THTSOP007B | BOOK TOURISM PRODUCTS AND SERVICES | 35
THTSOP009B | PREPARE QUOTATIONS | 30
THTSOP010B | BOOK AND CO-ORDINATE SUPPLIER SERVICES | 20
THTSOP006B | OPERATE A COMPUTERISED RESERVATIONS SYSTEM | 120
THTSOP008B | PROCESS NON AIR DOCUMENTATION | 25
THTSOP018B | PROCESS AIR DOCUMENTATION | 40
THTSOP019A | CONSTRUCT DOMESTIC AIRFARES | 35
THTSOP020A | CONSTRUCT NORMAL INTERNATIONAL AIRFARES | 40
THTSOP021A | CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES | 40

**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.

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### CERTIFICATE III IN TOURISM (GUIDING)

**Course Code:** THT30902

**Campus:** Traineeship Industry.

**Career Opportunities**

Local guide, driver guide, coach captain.

**Scope of Delivery**

This course is offered as a traineeship only.

**Course Objective**

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

**Entry Requirements**

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of 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**

**Unit Code** | **Hours**
---|---
THHCOR01B | WORK WITH COLLEAGUES AND CUSTOMERS | 20
THHCOR02B | WORK IN A SOCIALLY DIVERSE ENVIRONMENT | 20
THHCOR03B | FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES | 5
THHGHS03B | PROVIDE FIRST AID | 24
THTFTG01B | WORK AS A GUIDE | 90
THTFTG03B | DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES | 100
THTFTG05B | LEAD TOUR GROUPS | 30
THTFTG008B | PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES | 70
THTTCO01B | DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE | 25

**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 packaged endorsed by the Australian National Training Authority.

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

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### CERTIFICATE III IN TOURISM (OPERATIONS)

**Course Code:** THT31002

**Campus:** Traineeship – Industry.

**Career Opportunities**

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

**Scope of Delivery**

This course is offered as a traineeship only.

**Course Objective**

The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.
Entry Requirements
Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of School that they have achieved competency in the following units or equivalent.

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

Course Structure

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS03B DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THTTA01B COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THTTC001B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
</tr>
</tbody>
</table>

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

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

The remaining units are to be selected from any training packaged endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

CERTIFICATE IV IN TOURISM (OPERATIONS) (I)

Course Code: THT40202

Campus: Werribee.

Career Opportunities
Supervisor in tourism operations role.

Scope of Delivery
The normal delivery mode for this program is on a full-time basis only. Subject to availability of places, applicants may discuss the study of modules on a part time basis with the course selection officer. Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

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

Entry Requirements
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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THTTC001B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B PERFORM OFFICE PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS03B DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>THHGLE01B MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE08B 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;
DIPLOMA OF EVENT MANAGEMENT (I)

No intake for 2008 – continuing students only.

Course Code: THT50202

Campus: Sunbury

Career Opportunities

Conference, Events or Meetings Manager.

Scope of Delivery

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

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

Course Objective

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

Entry Requirements

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

Selection Procedures

Admission will either be through a TAFE Direct Admission form or VTAC dependant on the intake (check with the School for the most appropriate method for the intake and time of year) Applicants are advised to attend an informal session. Contact the School to find the date relevant for the intake that you are applying for.

Course Duration

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

Course Structure

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>BSBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>THTC01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THTC02B</td>
<td>WORK IN A SOCIALY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THTC03B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>THTC05B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>THTC06B</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>THTG06A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
<tr>
<td>THTG01B</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>THTG02B</td>
<td>PERFORM OFFICE PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>THTG09B</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>THTG01B</td>
<td>MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>THTG02B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>THTG03B</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
</tr>
<tr>
<td>THTG04B</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>THTG08B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>THTG11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>THTG13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>THTG14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
</tr>
<tr>
<td>THTG20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>THTG21B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
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</table>

Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTF02B</td>
<td>PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>THTF03A</td>
<td>DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THTF04A</td>
<td>DEVELOP AN EVENT CONCEPT</td>
<td>30</td>
</tr>
<tr>
<td>THTF05A</td>
<td>SELECT EVENT VENUES AND SITES</td>
<td>35</td>
</tr>
<tr>
<td>THTF06A</td>
<td>MANAGE EVENT CONTRACTORS</td>
<td>40</td>
</tr>
<tr>
<td>THTF07A</td>
<td>ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS</td>
<td>40</td>
</tr>
<tr>
<td>THTF08A</td>
<td>INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS</td>
<td>60</td>
</tr>
<tr>
<td>THTP08B</td>
<td>PLAN AND DEVELOP EVENT PROPOSALS AND BIDS</td>
<td>40</td>
</tr>
<tr>
<td>THTPP01B</td>
<td>DEVELOP CONFERENCE PROGRAMS</td>
<td>30</td>
</tr>
<tr>
<td>THTPP03B</td>
<td>DEVELOP AND IMPLEMENT SPONSORSHIP PLANS</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

At least seven units selected by the student, with the approval of the Head of School from any relevant nationally endorsed Training Package.
DIPLOMA OF TOURISM (OPERATIONS MANAGEMENT)
Course Code: THT50302
Campus: Werribee.
Career Opportunities
Manager in the tourism industry.
Scope of Delivery
This is a dual qualification. 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. Applicants are advised to attend an information session. 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
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
THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
THHGA01B COMMUNICATE ON THE TELEPHONE 10
THHGA02B PERFORM OFFICE PROCEDURES 20
THHGCS03B DEAL WITH CONFLICT SITUATIONS 20
BSCM205A USE BUSINESS TECHNOLOGY 30
BSCM213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS 60
THHGTR01B COACH OTHERS IN JOB SKILLS 20
THHGA09B MANAGE PROJECTS 60
THHGLE01B MONITOR WORK OPERATIONS 30
THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 30
THHGLE08B LEAD AND MANAGE PEOPLE 60
THHGA06A INTERPRET FINANCIAL INFORMATION 60
THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE 30
THHGLE11B 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
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)
No intake for 2008
Course Code: THH60102
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).
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 offered over 24 months on a full-time basis or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>THHCOR01B</td>
<td>20</td>
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<tr>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>THHCOR02B</td>
<td>20</td>
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<tr>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>THHCOR03B</td>
<td>5</td>
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<tr>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>THTTCO01B</td>
<td>25</td>
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<tr>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>THHGGA01B</td>
<td>10</td>
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<tr>
<td>PERFORM OFFICE PROCEDURES</td>
<td>THHGGA02B</td>
<td>20</td>
</tr>
<tr>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>THHGCS03B</td>
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<tr>
<td>USE BUSINESS TECHNOLOGY</td>
<td>BSBCMN205A</td>
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<tr>
<td>PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>BSBCMN213A</td>
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<tr>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>THHGTR01B</td>
<td>20</td>
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<tr>
<td>MANAGE PROJECTS</td>
<td>THHGGA09B</td>
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<tr>
<td>MONITOR WORK OPERATIONS</td>
<td>THHGLE01B</td>
<td>30</td>
</tr>
<tr>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>THHGLE02B</td>
<td>30</td>
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<tr>
<td>LEAD AND MANAGE PEOPLE</td>
<td>THHGLE08B</td>
<td>60</td>
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<tr>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>THHGFA06A</td>
<td>60</td>
</tr>
<tr>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>THHGLE03B</td>
<td>50</td>
</tr>
<tr>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>THHGLE04B</td>
<td>30</td>
</tr>
<tr>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>THHGLE11B</td>
<td>30</td>
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<tr>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>THHGLE13B</td>
<td>30</td>
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<tr>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>THHGLE14B</td>
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<tr>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>THHGLE20B</td>
<td>80</td>
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<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>THHGCS08B</td>
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<td>MANAGE WORKPLACE DIVERSITY</td>
<td>THHGLE09B</td>
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<td>MANAGE FINANCIAL OPERATIONS</td>
<td>THHGLE15B</td>
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<tr>
<td>MANAGE PHYSICAL ASSETS</td>
<td>THHGLE16B</td>
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<tr>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>THHGLE19B</td>
<td>40</td>
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<tr>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>THHGLE12B</td>
<td>80</td>
</tr>
<tr>
<td>MONITOR STAFF PERFORMANCE</td>
<td>THHGLE06B</td>
<td>50</td>
</tr>
<tr>
<td>RECRUIT AND SELECT STAFF</td>
<td>THHGLE07B</td>
<td>60</td>
</tr>
</tbody>
</table>

**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 (THT02):

- 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 2008.

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

BSBCCM205A USE BUSINESS TECHNOLOGY
Content: Select and use technology; Process and organise data; Maintain technology.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations

BSBCCM213A 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

THHBCC01B 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

THHBCC02B PREPARE APPETISERS AND SALADS
Content: Prepare and present a variety of salads and dressings; Present and store salads.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC03B 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

THHBCC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES
Content: Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare egg-based dishes; Vegetable, egg and farinaceous foodstuffs.
Nominal Hours: 45 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC05B PREPARE AND COOK POULTRY AND GAME
Content: Select and preparation poultry and game; Prepare, cook and present poultry and game.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC06B PREPARE AND COOK SEAFOOD
Content: Select and store seafood; Prepare and cook fish and shellfish; Prepare fish and seafood.
Nominal Hours: 30 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC07B SELECT, PREPARE AND COOK MEAT
Content: Prepare and present meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC08B PREPARE HOT AND COLD DESSERTS
Content: Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Store desserts.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC09B PREPARE PASTRY, CAKES AND YEAST GOODS
Content: Prepare, decorate and store pastries; Prepare and produce cakes and yeast goods; Decorate pastry, products, cakes and yeast goods.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC10B PLAN AND PREPARE FOOD FOR BUFFETS
Content: Plan the buffet; Prepare and produce food for buffets; Store buffet items.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBCC11B 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

THHBCC13B 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

THHBKA01B ORGANISE AND PREPARE FOOD
Content: Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHBKA02B 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

THHBKA03B 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

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES
Content: Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHCCH01A 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

THHCCH02A 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

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS
Content: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Nominal Hours: 20 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHCOR02B WORK IN A SOCIA LLY 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

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

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE
Content: Develop local knowledge; Update local knowledge.
Nominal Hours: 10 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGCS02B 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

THHGCS03B 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
THHGA07B CONTROL AND ORDER STOCK
Content: Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.
Nominal Hours: 25 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGA09B MANAGE PROJECTS
Content: This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality industry environment. Managers and team leaders would generally undertake this role. This unit does not reflect the skills required by operational staff.
Nominal Hours: 60 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGS01B FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: Follow hygiene procedures; Identify and prevent hygiene risks.
Nominal Hours: 15 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THHGS03B 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
FACULTY OF WORKFORCE DEVELOPMENT

**THHGLE16B MANAGE PHYSICAL ASSETS**
Content: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.
Nominal Hours: 40 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

**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

**THHGTR01B 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 THHPP008B 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
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; Provide destination information and advice; Meet customers.
Nominal Hours: 70 Hours
Assessment: Tests, assignments, presentations, portfolio, observations

THTTPP08B 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 events and meetings. 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; Source and apply destination information.
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: 85 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
Below are details of courses offered by the School of Management, Marketing and Logistics in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

CERTIFICATE IV IN BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21427VIC

No new intake for 2008 – continuing students only.

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.

Course Objective
These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operations Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.

Entry Requirements
To qualify for admission to this course, you must generally have successfully completed Year 12 or equivalent or be of mature age. 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
This course is offered over a minimum of 620 nominal hours.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBJ369</td>
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<td>OR</td>
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<tr>
<td>VBJ370</td>
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<td>VBJ373</td>
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<td>VBJ374</td>
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<td>NGMS106</td>
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<tr>
<td>VBJ375</td>
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<td>VBJ376</td>
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<td>VBJ377</td>
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<tr>
<td>MPM021</td>
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<tr>
<td>TDTF397A</td>
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<tr>
<td>NAP720</td>
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<tr>
<td>NAP721</td>
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<td>VBJ391</td>
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<td>NOS116</td>
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<tr>
<td>NOS216.v2</td>
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<tr>
<td>NOS222.v2</td>
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<tr>
<td>NOS215.v2</td>
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<td>TDTJ197A</td>
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<td>NC5015</td>
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<tr>
<td>BSZ404A</td>
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<tr>
<td>TDTF797A</td>
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<tr>
<td>NC3009</td>
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<tr>
<td>VBJ382</td>
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</table>

DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT) (I)
Course Code: 21428VIC

No new intake for 2008. Continuing students only.

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.

Course Objective
These courses provide students with an understanding of the operations management functions and the techniques, skills and knowledge, which are required in the manufacturing, service, logistics and transport industry.

Entry Requirements
To qualify for admission to this course, you must generally have successfully completed Year 12 or equivalent or be of mature age. 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
This course is offered over a minimum of 1110 nominal hours.

Course Structure

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ369 COMPETENCY ANALYSIS</td>
<td>10</td>
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<tr>
<td>OR</td>
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<tr>
<td>VBJ370 CAREER PLANNING AND SKILLS ASSESSMENT</td>
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<td>(a) One unit selected by the student with the approval of the Head of School:</td>
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<tr>
<td>VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT</td>
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<tr>
<td>VBJ374 RESOURCE REQUIREMENT PLANNING</td>
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<tr>
<td>NGMS106 MANAGING EFFECTIVE WORKING RELATIONSHIPS</td>
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<tr>
<td>VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL</td>
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<td>VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES</td>
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<tr>
<td>VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS</td>
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<tr>
<td>MPM021 PURCHASING AND INVENTORY FUNDAMENTALS</td>
<td>50</td>
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<tr>
<td>TDTF397A IMPLEMENT AND MONITOR OHS PROCEDURES</td>
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<tr>
<td>NAP720 BUSINESS MATHEMATICS</td>
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<tr>
<td>NAP721 BUSINESS STATISTICS</td>
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<tr>
<td>VBJ391 INDUSTRY PROJECT/PRACTICUM</td>
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<tr>
<td>VBJ383 FACILITY LAYOUT AND WORKPLACE DESIGN</td>
<td>40</td>
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<tr>
<td>VBJ384 PROJECT MANAGEMENT</td>
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<tr>
<td>BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
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<tr>
<td>VBJ362 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS</td>
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<tr>
<td>NAP719 ACCOUNTING FOR NON-ACCOUNTANTS</td>
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<tr>
<td>VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT</td>
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<tr>
<td>VBJ387 MAINTENANCE MANAGEMENT</td>
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<td>BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT</td>
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<td>MPM022 PURCHASING POLICY</td>
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<td>(c) A minimum of two units from the following:</td>
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<tr>
<td>NOS116 KEYBOARDING – TECHNIQUES AND OPERATIONS</td>
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<tr>
<td>NOS216.v2 SPREADSHEET FUNDAMENTALS</td>
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<tr>
<td>NOS222.v2 WORD PROCESSING INTRODUCTION</td>
<td>20</td>
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<tr>
<td>NOS215.v2 DATABASE FUNDAMENTALS</td>
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<td>Elective Units of Study</td>
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<td>TDTJ197A APPLY QUALITY PROCEDURES</td>
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<td>NCS015 PRESENTING REPORTS</td>
<td>20</td>
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<tr>
<td>BSZ404A TRAIN SMALL GROUPS</td>
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<tr>
<td>TDTF797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES</td>
<td>20</td>
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<tr>
<td>NCS009 NEGOTIATION SKILLS</td>
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<td>VBJ382 PREDETERMINED MOTION TIME STANDARD SYSTEMS</td>
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<td>(b) A minimum of 60 hours from the following:</td>
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<td>VAD950 THE MARKETING CONCEPT</td>
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<td>NGMS112 MANAGING PEOPLE – RECRUITMENT, SELECTION AND INDUCTION</td>
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<tr>
<td>VBJ389 STATISTICAL AND ESTIMATING TECHNIQUES</td>
<td>40</td>
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<tr>
<td>NAP752 CONTRACT LAW</td>
<td>40</td>
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<tr>
<td>NAP750 COMMERCIAL LAW PRINCIPLES</td>
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<tr>
<td>TDTLI998B ADVANCED OPERATIONS – SPREADSHEETS</td>
<td>20</td>
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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 BSBS52004 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 PLUS Language for a selected country or region* 15
*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 (I)
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
VBP116 INTRODUCTION TO TRANSPORTATION PRINCIPLES 60
VBP117 LOGISTICS BUDGETING PRINCIPLES 40
VBP156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES 50
VBP158 INDUSTRIAL AND PERFORMANCE MANAGEMENT 40
VBP159 CAREER PLANNING AND JOB SEEKING SKILLS 20
TDT1297B APPLY WORKPLACE STATISTICS 20
BSBFLM503B CONtribute TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
TDTD1097B OPERATE A FORKLIFT 40
TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
ICAITU130A OPERATE A SPREADSHEET APPLICATION 30
HLTF21A APPLY ADVANCED FIRST AID 30
TDF397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
TDE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TDE701A USE COMMUNICATION SYSTEMS 20
BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS 35
TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION 20

CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS) (I)
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.
FACULTY OF WORKFORCE DEVELOPMENT

Course Structure
Unit Code   Hours
Core Units of Study
VBP335 DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY 100
BSBADV502A WRITE PERSUASIVE COPY 40
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
CUFWRTO4A WRITE PRESENTATION MATERIAL 20
CUSGEN65B MAKE PRESENTATIONS 35
BSBMKG408A CONDUCT MARKET RESEARCH 80
ICAJ3162A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICPM650A CREATE WEB PAGES WITH MULTIMEDIA 50
THHGA05B MANAGE PROJECTS 60
CUFSWRT05A WRITE CONTENT AND/OR COPY 50
BSBMKG403A PROMOTE THE BUSINESS 50

Elective Units of Study
One unit of study from the following:
Unit Code   Hours
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60

For further information regarding this course, contact the School on (03) 9919 8686.

ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS) (I)

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
Unit Code   Hours
Pre-requisite Units of Study
Successful completion of 21639VIC Certificate IV in Business (Public Relations).
Core Units of Study
PUCACOM004A
VBP336 DEVELOP STRATEGIC PR WRITING 50
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
CHCPOL5A MANAGE RESEARCH ACTIVITIES 75
OR
PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 40
CUSADM90A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
CUPMME07A 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
SRXFIN008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION 20
CUEF203B OBTAIN SPONSORSHIP 80
CUFSWARN01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUGEN01A 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
BSBADV500A EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS 60
BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN 50
CUPMME07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403B</td>
<td>IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>TDTF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>VBP115</td>
<td>INTRODUCTION TO WAREHOUSE OPERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>FDFPLSCP4A</td>
<td>SCHEDULE AND MANAGE PRODUCTION</td>
<td>50</td>
</tr>
<tr>
<td>TDTE1398B</td>
<td>APPLY WORKPLACE STATISTICS</td>
<td>20</td>
</tr>
<tr>
<td>BSBHR405A</td>
<td>IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES</td>
<td>50</td>
</tr>
<tr>
<td>MCMS400A</td>
<td>IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM</td>
<td>50</td>
</tr>
<tr>
<td>MCT260A</td>
<td>USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
<td>40</td>
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<tr>
<td>MCT460A</td>
<td>FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
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</tbody>
</table>

Elective Units of Study
A minimum of 2 units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN420A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>MAKE A PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>LGADMIN421A</td>
<td>PARTICIPATE IN NEGOTIATIONS</td>
<td>25</td>
</tr>
<tr>
<td>TAADEL404A</td>
<td>FACILITATE WORK-BASED LEARNING</td>
<td>15</td>
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<tr>
<td>TDTF797B</td>
<td>IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ197B</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM409B</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
<td>50</td>
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</table>

DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT) (I)

Course Code: 21700VIC

Campus: Footscray Nicholson Campus

Career Opportunities
When you graduate you will be qualified to be an Operations Manager in industries including manufacturing, service, logistics and transport.

Scope of Delivery
Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students progress through Certificate IV in Business (Operations Management) levels prior to commencing this Diploma program. Please contact the 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. Operations Managers perform duties and tasks in the following areas: Planning; Materials Management; Purchasing; Work study; Industrial Engineering; Occupational Health and Safety.

Entry Requirements
All applicants are by direct application through an interview process. As this qualification is a nested program, all applicants must have successfully completed the Certificate IV in Business (Operations Management). You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

Course Duration
18 months part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPUR501A</td>
<td>DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES</td>
<td>60</td>
</tr>
<tr>
<td>BSBPUR502A</td>
<td>MANAGE SUPPLIER RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSBPUR504A</td>
<td>MANAGE A SUPPLY CHAIN</td>
<td>60</td>
</tr>
<tr>
<td>BSBCMN419A</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBBSBM406A</td>
<td>MANAGE FINANCES</td>
<td>50</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
BSBMGT505A ENSURE A SAFE WORKPLACE 60
BSBFLM514A MANAGE PEOPLE 60

Elective Units of Study
A minimum of 2 units from the following:
PSPGOV518A BENCHMARK PERFORMANCE 70
BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES 40
BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS 40
BSBFLM505B MANAGE OPERATIONAL PLAN 60
TDTP998B PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS 60
MCMT481A UNDERTAKE PROACTIVE MAINTENANCE ANALYSES 50
BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60

ADVANCED DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21701VIC
Campus: Footscray Nicholson Campus

Career Opportunities
When you graduate you will be qualified to be an Operations Manager in industries including manufacturing, service, logistics and transport.

Scope of Delivery
Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete the course in one year. NB: students progress through Certificate IV in Business (Management) and Diploma in Business (Management) levels prior to commencing this Advanced Diploma program. Please contact the 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
This qualification is a nested program, all applicants must have successfully completed the Diploma of Business (Operations Management). You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures / Selection Criteria
Course applicants are assessed and ranked against course selection criteria available from the School. All prospective applicants go through an interview process.

Course Duration
12 months part-time.

Course Structure

Unit Code   Hours
Core Units of Study
BSBMGT609A MANAGE RISK 60
BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT 60
VBPT20 REVIEW IMPORT AND EXPORT BUSINESS PROCEDURES IN AN OPERATIONAL MANAGEMENT ENVIRONMENT 60
BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
CUSADM10A ESTABLISH AND MANAGE CONTRACTS 70

Elective Units of Study
Students are to select a minimum of one unit from the following elective units.
BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS 60
BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION 60
BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
BSBEBUS801A DEVELOP AN E-BUSINESS STRATEGY 30
BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE 40

CERTIFICATE IV IN BUSINESS DEVELOPMENT
Course Code: BSB40501

Campus: Industry

Career Opportunities
Sales Administrator/Co-ordinator.

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 co-ordinator.

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.

Unit Code   Hours
(A) A minimum of four units (totalling 160 nominal hours) to be undertaken from the following:

(i)
BSBADV401A PROFILE A TARGET AUDIENCE 50
BSBADV402A CONDUCT PRE-CAMPAIGN TESTING 80
BSBADV403A MONITOR ADVERTISING PRODUCTION 80
BSBADV404A SCHEDULE ADVERTISEMENTS 40

(ii)
BSBMKG401A PROFILE THE MARKET 60
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
BSBMKG403A ANALYSE MARKET DATA 60
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES 40
BSBMKG406A BUILD CLIENT RELATIONSHIPS 50

(iii)
BSBMKG407A MAKE A PRESENTATION 30
BSBSLS401A LEAD A SALES TEAM 60

(B) A minimum of three units (totalling 80 nominal hours) to be undertaken from the following:

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

(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) (I)

Course Code: BSB40601

Campus: Footscray Nicholson.

Career Opportunities
Advertising administration and media and production support officer.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in an 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:

Unit Code   Hours
BSBADV401A PROFILE A TARGET AUDIENCE 50
BSBADV402A CONDUCT PRE-CAMPAIGN TESTING 80
BSBADV403A MONITOR ADVERTISING PRODUCTION 80
BSBADV404A SCHEDULE ADVERTISEMENTS 40

Plus a minimum of three units (together totalling a minimum of 80 nominal hours) from the following Common Business units:

BSBCMN402A DEVELOP WORK PRIORITIES 30
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
BSBCMN407A COORDINATE BUSINESS RESOURCES 30
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
BSBCMN408A REPORT ON FINANCIAL ACTIVITY   30
BSBCMN411A MONITOR A SAFE WORKPLACE   50
BSBCMN412A PROMOTE INNOVATION AND CHANGE   50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES   40
BSBFLM404A LEAD WORK TEAMS   50

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:
BSZ401A PLAN ASSESSMENT   15
BSZ402A CONDUCT ASSESSMENT   15
BSZ403A REVIEW ASSESSMENT   5

CERTIFICATE IV IN BUSINESS (MARKETING) (I)
Course Code: BSB40701

Campus: St Albans.
Career Opportunities
Marketing officer, market research.
Scope of Delivery
The course is available on a full time basis.
Course Objective
The course provides the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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:

Unit Code   Hours
BSBMKG301A RESEARCH THE MARKET   60
BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES   60
BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT   40
BSBMKG304A ASSIST WITH MARKET RESEARCH   50
BSBMKG401A PROFILE THE MARKET   60
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS   60
BSBMKG403A ANALYSE MARKET DATA   60
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS   60
BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES   40
BSBMKG406A BUILD CLIENT RELATIONSHIPS   50
BSBMKG407A MAKE A PRESENTATION   30
BSBMKG408A CONDUCT MARKET RESEARCH   80

A minimum of three units to be undertaken from the following Common Business units -

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

Plus three units from the (BSB01) Business Services Training Package or any other relevant 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:
BSZ401A PLAN ASSESSMENT   15
BSZ402A CONDUCT ASSESSMENT   15
BSZ403A REVIEW ASSESSMENT   5
CERTIFICATE IV IN BUSINESS (HUMAN RESOURCES) (I)
Course Code: BSB40801
Campus: Footscray Nicholson.
Career Opportunities
Human Resource Administrator.
Scope of Delivery
The course is offered on a full-time or part-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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 Business (Human Resources)(BSB40801), to Diploma in Business (Human Resources)(BSB50801) and Advanced Diploma (BSB60301) 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.
A maximum of four units may be included from the Assessment and Workplace Training domain.
Unit Code    Hours
Units from Human Resources domain
BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS 100
BSBHR402A RECRUIT AND SELECT PERSONNEL 40
BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES 20
BSBHR404A COORDINATE HUMAN RESOURCE SERVICES 30
plus a minimum of three units (together totalling a minimum of 80 nominal hours) to be undertaken from the following
Common Business units
BSBCM402A DEVELOP WORK PRIORITIES 30
BSBCM403A ESTABLISH BUSINESS NETWORKS 50
BSBCM404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCM405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCM406A MAINTAIN BUSINESS TECHNOLOGY 40
BSBCM407A COORDINATE BUSINESS RESOURCES 30
BSBCM408A REPORT ON FINANCIAL ACTIVITY 30
BSBCM409A PROMOTE PRODUCTS AND SERVICES 20
BSBCM410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCM411A MONITOR A SAFE WORKPLACE 50
BSBCM412A PROMOTE INNOVATION AND CHANGE 50
BSBCM413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBFIL404A LEAD WORK TEAMS 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 BUSINESS MANAGEMENT
Course Code: BSB41101
Campus: Footscray Nicholson.
Career Opportunities
Supervisor, team leader.
Scope of Delivery
This course is offered on a part-time basis.
Course Objective
The course trains students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM403A</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM403B</td>
<td>50</td>
</tr>
</tbody>
</table>

A minimum of four (together totalling a minimum of 140 nominal hours) units to be undertaken from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM403A ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM404A DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM412A PROMOTE INNOVATION AND CHANGE</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM412A PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Certificate IV level and one unit may be included from a Certificate III or Diploma qualification.

**CERTIFICATE IV IN E-BUSINESS (I)**

**Course Code:** BSB41201

**Campus:** St Albans and Footscray Nicholson.

**Career Opportunities**

Positions in sales and marketing.

**Scope of Delivery**

Full-time and part-time.

**Course Objectives**

The course aims to provide participants with appropriate skills to be able to work as an administrative support or purchasing officer or on-line business officer in an e-business 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.

**Course Duration**

The course may be offered on a full-time basis over a minimum of 420 nominal hours or part-time equivalent.

**Course Structure**

**Unit Code**

**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>BSBEBUS401A CONDUCT ONLINE RESEARCH</td>
<td>35</td>
</tr>
<tr>
<td>BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBEBUS403A COMMUNICATE ELECTRONICALLY</td>
<td>30</td>
</tr>
<tr>
<td>BSBEBUS404A TRADE ONLINE</td>
<td>30</td>
</tr>
<tr>
<td>BSBEBUS405A CONDUCT ONLINE FINANCIAL TRANSACTIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE</td>
<td>50</td>
</tr>
<tr>
<td>BSBEBUS408A IMPLEMENT AND MONITOR DELIVERY OF QUALITY CUSTOMER SERVICE ONLINE</td>
<td>50</td>
</tr>
<tr>
<td>BSBEBUS409A LEAD AND FACILITATE E-STAFF</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 higher or lower level.

**CERTIFICATE IV IN BUSINESS (INTERNATIONAL TRADE) (I)**

**Course Code:** BSB42004

**Campus:** Footscray Nicholson campus.

**Career Opportunities**

Clerical Officer in the importing/exporting/warehousing/freight forwarding industry.

**Scope of Delivery**

Full-time and part-time.

**Course Objective**

The course aims to provide knowledge and skills for students wishing to pursue a career in one of the aspects of International Trade and/or proceed to study in the same field at a higher level.

**Entry Requirements**

In order to undertake this course, applicants will have to have a minimum English level of 5.0 IELTS.

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

**Course Duration**

Duration of the qualification when offered on a full-time basis – one semester.

**Selection Procedures**

To be advised by the School.

**Course Structure**

**Unit Code**

**a) Minimum of four units from the International Trade Domain list below:**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINT401A RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBINT402A MARKET GOODS AND SERVICES INTERNATIONALLY</td>
<td>70</td>
</tr>
</tbody>
</table>
Unit Code | Hours
--- | ---
BSBINT403A | 50
BSBINT404A | 30
BSBINT405A | 30
BSBINT406A | 40
BSBINT407A | 30
BSBINT408A | 40
BSBINT409A | 50

b) Three from the Common Business Units:

BSBCM402A | 30
BSBCM403A | 50
BSBCM404A | 30
BSBCM405A | 40
BSBCM406A | 40
BSBCM407A | 30
BSBCM408A | 30
BSBCM409A | 20
BSBCM410A | 40
BSBCM411A | 30
BSBCM412A | 40
BSBCM413A | 50
BSBCM414A | 40
BSBCM415A | 50
BSBCM416A | 40
BSBCM417A | 50
BSBCM418A | 30
BSBCM419A | 50
BSBCM420A | 50
BSBCM421A | 50
BSBCM422A | 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 BUSINESS MANAGEMENT**

**Course Code:** BSB50401

**Campus:** Footscray Nicholson.

**Career Opportunities**

Middle-level Manager.

**Scope of Delivery**

This course is offered on a part-time basis.

**Course Objective**

The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.
FACULTY OF WORKFORCE DEVELOPMENT

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT505A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT507A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the SB01 Business Services Training Package, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

All units selected must contribute to and combine to form a work outcome.

DIPLOMA OF BUSINESS (ADVERTISING)

Course Code: BSB50601

Campus: Footscray Nicholson.

Career Opportunities
Account Management, Media Planning and Production.

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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. Applicants are required to attend an interview.

Course Duration
One year 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.

A minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>120</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

DIPLOMA OF BUSINESS (MARKETING)

Course Code: BSB50701

Campus: Footscray Nicholson, St Albans.

Career Opportunities
Marketing officer, market research, product/sales manager.

Scope of Delivery
The course is available on a full time and part time basis.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include-product management, research and sales.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>50</td>
</tr>
<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

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 totalling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR501A</td>
<td>80</td>
</tr>
<tr>
<td>BSBHR502A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR503A</td>
<td>80</td>
</tr>
<tr>
<td>BSBHR504A</td>
<td>40</td>
</tr>
<tr>
<td>BSBHR505A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR507A</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR508A</td>
<td>40</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 (I)
Course Code: BSB52004

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>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINT501A</td>
<td>PROFILE INTERNATIONAL MARKETS</td>
<td>60</td>
</tr>
<tr>
<td>BSBINT502A</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS</td>
<td>60</td>
</tr>
<tr>
<td>BSBINT503A</td>
<td>ANALYSE DATA FROM INTERNATIONAL MARKETS</td>
<td>60</td>
</tr>
<tr>
<td>BSBINT504A</td>
<td>FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBINT505A</td>
<td>BUILD INTERNATIONAL CLIENT RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>BSBINT506A</td>
<td>BUILD INTERNATIONAL BUSINESS NETWORKS</td>
<td>40</td>
</tr>
<tr>
<td>BSBINT507A</td>
<td>REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS</td>
<td>70</td>
</tr>
<tr>
<td>BSBINT508A</td>
<td>PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS</td>
<td>70</td>
</tr>
</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 BUSINESS (HUMAN RESOURCES)
Course Code: BSB60301

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 are encouraged to 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>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHR601A</td>
<td>MANAGE CHANGE</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR602A</td>
<td>MANAGE HUMAN RESOURCE STRATEGIC PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR603A</td>
<td>CONTRIBUTE TO ORGANISATION DEVELOPMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR604A</td>
<td>MANAGE EMPLOYEE RELATIONS</td>
<td>60</td>
</tr>
<tr>
<td>BSBHR605A</td>
<td>CONTRIBUTE TO ORGANISATION DESIGN</td>
<td>40</td>
</tr>
</tbody>
</table>

plus three units (together totalling 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

Campus: Industry

Career Opportunities
Marketing officer, market research, product/sales manager.

Scope of Delivery
The course is offered to industry only.

Course Objective
The course provides the knowledge and skills required for persons who work 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
A minimum of five units totalling at least 280 nominal hours selected by the student with the approval of the Head of School:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV601A</td>
<td>120</td>
</tr>
<tr>
<td>BSBADV602A</td>
<td>100</td>
</tr>
<tr>
<td>BSBADV603A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG601A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG602A</td>
<td>60</td>
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<tr>
<td>BSBMKG603A</td>
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<td>50</td>
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<tr>
<td>BSBMKG605A</td>
<td>60</td>
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<tr>
<td>BSBMKG606A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG607A</td>
<td>50</td>
</tr>
</tbody>
</table>

Plus three units (totalling at least 170 nominal hours) 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 lower level.

ADVANCED DIPLOMA OF BUSINESS (ADVERTISING) (I)
Course Code: BSB60501
Campus: Footscray Nicholson.
Career Opportunities
Account Management, Promotions Consultant.
Scope of Delivery
This course is offered on a full-time basis.
Course Objective
The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media/promotions manager in a medium to large organisation.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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.
Course Duration
2 years full time study.

Course Structure
Complete 5 units from the Advertising domain:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV601A</td>
<td>120</td>
</tr>
<tr>
<td>BSBADV602A</td>
<td>100</td>
</tr>
<tr>
<td>BSBADV603A</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>60</td>
</tr>
</tbody>
</table>

Plus three units from the (BSB01 Business Services Training Package or any endorsed Training Package of which a minimum of two must be from an Advanced Diploma level and 1 unit may be included from a lower level.

ADVANCED DIPLOMA OF BUSINESS (MARKETING) (I)
Course Code: BSB60601
Campus: St Albans.
Career Opportunities
Marketing officer, market research, product/sales manager.
Scope of Delivery
The course is available on a full time and part time basis.
Course Objective
The course provides the knowledge and skills required for a person with a planning and management role in business functions which include product management, research and sales.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of 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:
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
BSBMKG601A DEVELOP MARKETING STRATEGIES 60
BSBMKG602A DEVELOP A MARKETING PLAN 60
BSBMKG603A MANAGE THE MARKETING PROCESS 50
BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS 50
BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES 60
BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS 60
BSBMKG607A MANAGE MARKET RESEARCH 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 an Advanced Diploma level and one unit may be included from a Diploma qualification.

CERTIFICATE III IN CUSTOMER CONTACT
Course Code: ICT30102

This course is offered to industry only

Campus: Industry

Career Opportunities
Positions in sales and services in the telecommunications industry.

Scope of Delivery
Full-time or part-time.

Course Objectives
The course aims to provide participants with skills and knowledge for application in the Telecommunications industry including sales, services to customers and complaint manager.

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 over a minimum of 535 nominal hours.

Course Structure
Unit Code   Hours
Core Units of Study
ICTCC100A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES 20
ICTCC101A COMMUNICATE EFFECTIVELY IN A CUSTOMER CONTACT CENTRE 40
ICTCC110A WORK EFFECTIVELY IN A CONTACT CENTRE ENVIRONMENT 40
ICTCC120A USE BASIC COMPUTER TECHNOLOGY 50
ICTCC121A USE AN ENTERPRISE INFORMATION SYSTEM 40
ICTCC130A PROVIDE QUALITY CUSTOMER SERVICE 40

Elective Units of Study
A minimum of seven units selected with the approval of the Head of School from the Telecommunications Training Package (ICT02):

- Group 3 electives
- Up to three electives may be substituted from the following:
  - A maximum of 2 electives from Group 2;
  - A maximum of 2 electives from Group 4;
  - A maximum of 3 electives from the Certificate III level in another endorsed Training Package.

When using substitute elective units from other training packages the units selected must not duplicate or unduly overlap with competency units already incorporated in this qualification. Units selected must increase the breadth and scope of the qualification.

DIPLOMA OF LOGISTICS MANAGEMENT
Course Code: TDT51002

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.

Scope of Delivery
Part time.

Course Objective
The course equips students with the skills and knowledge required to advance their career in integrated logistics management in the road transport, warehousing, distribution, storage industries and expand into many other Logistics and Supply Chain Industries.

Entry Requirements
The two year part time program is specifically tailored for people currently working within the transport, distribution and logistics industry with a minimum of one year industry experience seeking the knowledge and skills to manage logistics operations. To qualify for admission to the course applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Selection Procedures/Selection Criteria
Selection may be based on an interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Unit on 9919 6259.

Course Duration
Part Time for students with relevant industry based experience – over 350 nominal hours.
### Course Structure

Students must successfully complete all 7 units listed below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>60</td>
</tr>
<tr>
<td>TDTL1298B</td>
<td>APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS</td>
<td>40</td>
</tr>
<tr>
<td>MEM11.15A</td>
<td>INVENTORY MANAGEMENT</td>
<td>60</td>
</tr>
<tr>
<td>TDTL2098B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
<td>30</td>
</tr>
<tr>
<td>TDTL1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
<td>TDTQ298B</td>
<td>SET AND ACHIEVE BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>THHGLE10B</td>
<td>MANAGE WORKPLACE RELATIONS</td>
<td>60</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of Management, Marketing and Logistics in 2008.

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

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.

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.

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.

BSBADV501A DEVELOP A CREATIVE CONCEPT
Content: Read and absorb background information; Develop a creative concept; Evaluate a creative concept.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and 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.

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.

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN
Content: Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Nominal Hours: 120 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV601A CREATE AN ADVERTISING BRIEF
Content: Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Nominal Hours: 120 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

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.

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.

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.
BSBCMN412A PROMOTE INNOVATION AND CHANGE
Content: Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

BSBCMN414A UNDERTAKE MARKETING ACTIVITIES
Content: This unit covers the planning, implementation, management and review of basic marketing and promotional activities. This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN415A MANAGE FIRST AID POLICY
Content: This unit specifies the outcomes required to manage the development and implementation of first aid policy in the workplace. The unit is about coordinating and implementing effective organisational systems for first aid, implementing effective first aid training and practice, and maintaining up-to-date professional development of knowledge and skills for self and supporting others in this area.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES
Content: This unit specifies the outcomes required to identify risks and apply established risk management processes to a subset of the organisation's operations that are within the person's own work responsibilities and area of operation.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN417A COORDINATE CUSTOMER SERVICE ACTIVITIES
Content: This unit specifies the outcomes required to contribute to quality customer standards and to support personnel to implement customer service standards and systems within the organisation. Note that this unit is not about delivering service directly to the customer, but rather responsibility for the implementation of the customer service systems, policies and procedures.
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN418A ADDRESS CUSTOMER NEEDS
Content: This unit specifies the outcomes required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting the customer's needs and managing networks to ensure customer's needs are addressed.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCMN419A MANAGE PROJECTS
Content: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS401A CONDUCT ONLINE RESEARCH
Content: This unit covers researching business information using Internet, intranet or extranet, communicating with team as required and presenting reports on research outcomes.
Nominal Hours: 35
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS402A 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.

BSBEBUS404A 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.

BSBEBUS405A 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.

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT
Content: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE
Content: This unit covers data analysis, review of website Content and updating and maintenance of the business aspects of a website.
Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS408A IMPLEMENT AND MONITOR DELIVERY OF QUALITY CUSTOMER SERVICE ONLINE
Content: This unit covers implementation and monitoring of online customer service policy, developing and enhancing customer relationships online, integrating customer service into business processes and continuous improvement of customer service in accordance with company policy.
Nominal Hours: 50
Assessment: As per accredited curriculum

BSBEBUS501A 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.
BSBEBUS601A 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.

BSBEBUS605A 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.

BSBEBUS606A 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.

BSBFLM403A 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.

BSBFLM404A 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 work in the industrial relations area and implement organisational policies and procedures.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and 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
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.

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.

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.

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.

BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS
Content: Interpret strategy 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.

BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION
Content: Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation's capabilities.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS
Content: Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Contribute to the creation of organisational strategies; Evaluate and improve strategic performance.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION
Content: Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT609A 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.
BSBMGT610A 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.

BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY
Content: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG301A RESEARCH THE MARKET
Content: Collect and present information on the external 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.

BSBMKG302A 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.

BSBMKG303A 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.

BSBMKG304A 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.

BSBMKG401A 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.

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Content: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG403A 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.

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS
Content: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Content: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG407A 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.

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES
Content: Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX
Content: Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.
Nominal Hours: 80 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN
Content: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG504A 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.

BSBMKG505A REVIEW MARKETING PERFORMANCE
Content: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG601A 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.
BSBMKG602A DEVELOP A MARKETING PLAN
Content: Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG603A MANAGE THE MARKETING PROCESS
Content: Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS
Content: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Content: Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS
Content: Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG607A MANAGE MARKET RESEARCH
Content: Manage market research
Nominal Hours: 50 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPM607A DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS
Content: This unit specifies the outcomes required to provide the critical link between people, ideas and information at all stages in the life-cycles of multiple projects across a program. It covers directing project communications and information management, managing program communications and analysing communications management outcomes for projects and programs.
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

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.

BSBLS301A 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.

BSBLS302A 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.

BSBLS303A 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.

BSBLS304A 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.

BSBLS305A 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: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBLS306A SELF-MANAGE SALES PERFORMANCE
Content: This unit covers self-management of sales performance through establishment of an individualised sales plan, and though management of stress, time, and sales-related paperwork.
Nominal Hours: 60 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBLS401A LEAD A SALES TEAM
Content: This unit covers planning, implementing, directing and evaluating sales team activities.
Nominal Hours: 40 Hours
Assessment: This unit may be assessed by tests, assignments, classwork, 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: 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

CUFWRT04A WRITE PRESENTATION MATERIAL
Content: This unit describes the skills and knowledge required to write a range of presentation material that contributes to the continuity of an audio program, including links, "intros", "outros", and back announcements.
Nominal Hours: 20 Hours
Assessment: 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

FDFPLSCP4A SCHEDULE AND MANAGE PRODUCTION
Content: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.
Nominal Hours: 50 Hours
Assessment: 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 inquirers 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

ITF305 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
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

NC5009 NEGOTIATION SKILLS
Content: Provide training for effective communication in negotiating.
Nominal Hours: 20 Hours
Assessment: Assessment may be class work, assignments.

NC5014 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.

PSPGV504B 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

PSPGV518A 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

PSPGV601B 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.

SRXF1N008A SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION
Content: This unit covers the knowledge and skills required to seek and secure additional funding through sponsorship and/or income generation avenues and to manage these activities in a professional manner.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OHS PROCEDURES
Content: Requirements for workers with some supervisory responsibility for implementation and monitoring of Occupational Health and Safety policies, procedures and systems
Nominal Hours: 30 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

TDTF797A IMPLEMENT ACCIDENT/EMERGENCY PROCEDURES
Content: The implementation of emergency/accident procedures by designated personnel
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES
Content: Basic knowledge and skills to apply quality procedures to workplace tasks.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS
Content: Skills and knowledge required to implement, monitor and maintain effective and efficient transport logistics systems
Nominal Hours: 40 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS
Content: Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTP998B 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

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: 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 necessary knowledge to apply Predetermined Motion Time Standard (PMTS) systems to establish standard times for operations.
Nominal Hours: 40 Hours
Assessment: Assessment may be 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: Assessment may be 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: Assessment may be tests, assignments, classwork.

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES
Content: To provide the learner with the knowledge and skills to understand the concept of supply chains and analyse and plan for inventory management systems.
Nominal Hours: 60 Hours
Assessment: Assessment may be 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: Assessment may be 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: Assessment may be tests, assignments, presentations, classwork.
FACULTY OF WORKFORCE DEVELOPMENT

**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; ERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost 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

**VBJ387 MAINTENANCE MANAGEMENT**
**Content:** The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.
**Nominal Hours:** 40 Hours
**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBJ389 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

**VBJ391 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.

**VBJ577 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, classwork, projects.

**VBP113 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.

**VBP114 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

**VBP115 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

**VBP116 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

**VBP117 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

**VBP118 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:** 60 Hours
**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP158 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

**VBP159 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

**VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION**
**Content:** This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.
**Nominal Hours:** 60 Hours
VBP163 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.

VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT
Content: This unit covers the knowledge and skills required to manage business in a global market. It also covers the knowledge and skills required to Analyse global and national variables and factors that impact on the markets, Evaluate effective leadership styles, theories and practices for organizational effectiveness and efficiency, Analyse the legal, regulatory and compliance requirements together with risk control strategies, Investigate strategic planning and implementation strategies to achieve organizational goals in an international market.
Nominal Hours: 80 Hours
Assessment: 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 OPERATION MANAGEMENT ENVIRONMENT
Content: This unit covers the knowledge and skills required to analyse and apply the import and export business concepts, procedures and regulations in an operations management environment.
Nominal Hours: 60 Hours
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
SCHOOL OF NURSING AND HEALTH STUDIES

Below are details of courses offered by the School of Nursing and Health Studies in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

CERTIFICATE IV IN HEALTH (NURSING) (I)
Course Code: 21358VIC

Campus: Sunbury

Career Opportunities
There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

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

Course Objective
The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as Div 2 RN.

Selection Procedures/Selection Criteria
Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants $35 which is non refundable.

Entry Requirements
Applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements
Special Conditions
It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete clinical experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2
It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given. Applicants interested in undertaking this course, need to apply to the Health Services Unit.

Course Duration
The course is 1 year full-time or 2 years part-time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
</tr>
<tr>
<td>CHCBDI3A</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
</tr>
<tr>
<td>CHCCOR4A</td>
<td>FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
</tr>
<tr>
<td>HLTCOM4A</td>
<td>COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS</td>
</tr>
<tr>
<td>VBM585</td>
<td>WORK EFFECTIVELY AS A PROFESSIONAL NURSE</td>
</tr>
<tr>
<td>VBM587</td>
<td>UNDERTAKE CLIENT ASSESSMENT</td>
</tr>
<tr>
<td>VBM588</td>
<td>DELIVER NURSING CARE TO CLIENTS</td>
</tr>
<tr>
<td>VBM589</td>
<td>DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE</td>
</tr>
<tr>
<td>VBM590</td>
<td>APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES</td>
</tr>
<tr>
<td>VBM591</td>
<td>IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT</td>
</tr>
<tr>
<td>VBM592</td>
<td>PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS</td>
</tr>
<tr>
<td>VBM593</td>
<td>CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)</td>
</tr>
<tr>
<td>VBM594</td>
<td>PARTICIPATE IN PROVIDING PALLIATIVE CARE</td>
</tr>
<tr>
<td>VBM595</td>
<td>PARTICIPATE AS A PRECEPTOR IN A WORK TEAM</td>
</tr>
<tr>
<td>VBM596</td>
<td>PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS</td>
</tr>
<tr>
<td>HLTHIR3A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS</td>
</tr>
</tbody>
</table>

COURSE IN MEDICATION ADMINISTRATION FOR DIVISION 2 REGISTERED NURSES IN VICTORIA
Course Code: 21506VIC

Campus: Sunbury

Career Opportunities
This course is designed for Victorian Division 2 Registered Nurses wishing to further their career and education by undertaking a course medication administration.
FACULTY OF WORKFORCE DEVELOPMENT

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.

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
Unit Code   Hours
VBN535 APPLY PRINCIPLES OF PHARMACOLOGY TO SAFE NURSING PRACTICE 40
VBQU001 ADMINISTER ENTERAL, TROPICAL SUBCUTANEOUS AND INTRAMUSCULAR MEDICATIONS 160

ANATOMY AND PHYSIOLOGY UPDATE COURSE
Applicants can update their Anatomy and Physiology knowledge prior to sitting the Anatomy and Physiology test 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 reviewport students to undertake 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
Unit Code   Hours
VBP112 APPLY CARDIOPULMONARY RESUSCITATION 4
VBP006 APPLY BASIC EMERGENCY LIFE SUPPORT 4

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

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
Unit Code   Hours
VBP112 APPLY CARDIOPULMONARY RESUSCITATION 4
VBP006 APPLY BASIC EMERGENCY LIFE SUPPORT 4

Contact the Health Services Unit on 9919 3231 for further information regarding this course.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study Code Hours</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP112</td>
<td>APPLY CARDIOPULMONARY RESUSCITATION</td>
<td>4</td>
</tr>
<tr>
<td>VBP007</td>
<td>APPLY FIRST AID</td>
<td>20</td>
</tr>
</tbody>
</table>

Contact the Health Services Unit on 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</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>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</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>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCCOM09P</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF8A</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCOHS302A</td>
<td>PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
You will need to choose at least four units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant Training Package units available at Certificate III:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCACC4B</td>
<td>ASSIST IN THE PROVISION OF AN APPROPRIATE ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>CHCACC6A</td>
<td>PROVIDE FOOD SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>CHCACC7A</td>
<td>SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE</td>
<td>20</td>
</tr>
<tr>
<td>CHCACC8G</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS303A</td>
<td>PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS304A</td>
<td>ASSIST WITH SELF MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCHGROUP2C</td>
<td>SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCHGROUP22A</td>
<td>CONTRIBUTE TO SERVICE DELIVERY STRATEGY</td>
<td>40</td>
</tr>
<tr>
<td>HLTCD3A</td>
<td>PREPARE AND MAINTAIN BEDS</td>
<td>15</td>
</tr>
<tr>
<td>HLTCD6A</td>
<td>RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR</td>
<td>20</td>
</tr>
<tr>
<td>HLTCD7A</td>
<td>CARE FOR HOME ENVIRONMENT OF CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTCD8A</td>
<td>TRANSPORT CLIENTS/ PATIENTS</td>
<td>20</td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTGM1A</td>
<td>PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY</td>
<td>20</td>
</tr>
<tr>
<td>HLTGM2A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>HLTGM3A</td>
<td>PERFORM MINOR GENERAL MAINTENANCE</td>
<td>20</td>
</tr>
<tr>
<td>HLTIR4A</td>
<td>WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTMS1A</td>
<td>COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS</td>
<td>15</td>
</tr>
<tr>
<td>HLTMS2A</td>
<td>PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS</td>
<td>20</td>
</tr>
</tbody>
</table>
Faculty of Workforce Development

Unit Code   Hours
HLTMSSA   PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT 30
HLTMSSB   PERFORM GENERAL CLEANING TASKS IN A CLINICAL SETTING 15
HLTMSSB   HANDLING WASTE IN A HEALTH CARE ENVIRONMENT 20

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

Core Units of Study

Unit Code   Hours
CHCAC3C   ORIENTATION TO AGED CARE WORK 50
CHCAC15A   PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 60
CHCOM2B   COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCCS401A   FACILITATE CO-OPERATIVE BEHAVIOUR 40
CHCCS405A   WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
CHCDIS1B   ORIENTATION TO DISABILITY WORK 47
CHCDIS10B   PROVIDE CARE AND SUPPORT 50
CHCHC301A   WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT 50
CHCHC302A   PROVIDE PERSONAL CARE 50
CHCINF8A   COMPARE WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
CHCOHS302A   PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30

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 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:

CHCAC1C   PROVIDE SUPPORT TO AN OLDER PERSON 50
CHCAC2C   PROVIDE PERSONAL CARE 75
CHCAC6C   SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
CHCAC17A   SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE 20
CHCAC48B   SUPPORT PEOPLE WITH ALCOHOL AND/ OR OTHER DRUGS ISSUES 70
CHCCHL1D1C   IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCCS304A   ASSIST WITH SELF MEDICATION 40
CHCCS401A   FACILITATE CO-OPERATIVE BEHAVIOUR 40
CHCCS402A   RESPOND HOLISTICALLY TO CLIENT ISSUES 75
CHCCS5A   PROVIDE SUPPORT SERVICES TO CLIENTS 50
CHCDIS1B   MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS3C   PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 20
CHCGROUP2C   SUPPORT GROUP ACTIVITIES 20
HLTCS3A   PREPARE AND MAINTAIN BEDS 15
HLTCS7A   CARE FOR HOME ENVIRONMENT OF CLIENTS 20
HLTCS8A   TRANSPORT CLIENTS/ PATIENTS 20
HLTF1A1A   APPLY BASIC FIRST AID 10
HLTF1A2A   APPLY ADVANCED FIRST AID 30
HLTF5A   PERFORM KITCHENWARE WASHING 10
HLTF7A   FOLLOW BASIC FOOD SAFETY PRACTICES 20
HLTF8A   TRANSPORT FOOD 20
HLTG1M1A   PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY 20
HLTG4M2A   USE HAND AND POWER TOOLS 20
HLTG3M3A   PERFORM MINOR GENERAL MAINTENANCE 20
HLTHIR4A   WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS 20
HLTMS2A   PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS 20
HLTMS5A   PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT 30

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.
CERTIFICATE III IN DISABILITY WORK – TEACHERS AIDE
Course Code: CHC30302
Campus: Footscray Nicholson
Career Opportunities
This course is for people wishing to pursue careers working with people who experience disability. It has a specific focus on working with children in an education setting.
Scope of Delivery
Part-time
Course Objectives
This course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self reliance and community participation.
Entry Requirements
You must be able to demonstrate effective communication skills plus an understanding of, and commitment to, services for people with disabilities. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All agencies require a police clearance before undertaking workplace training.
Selection Procedures/Selection Criteria
You will be required to attend a group/individual interview and complete a literacy assessment.
Course Duration
12 months part-time
Course Structure
Unit Code Hours
Core Units of Study
CHCADM5C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCDIS1C ORIENTATION TO DISABILITY WORK 50
CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING 50
CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT 20
AND
HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS 20
CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
Elective Units of Study
6 units selected from the National Training Package by the Department
CERTIFICATE 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
Unit Code Hours
Core Units of Study
CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS 100
CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES 50
CHCAC12C PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS 90
CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHCINF2B MAINTAIN ORGANISATION’S INFORMATION SYSTEMS 40
CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
CHCADM3B UNDERTAKE ADMINISTRATIVE WORK 50
CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50
Elective Units of Study
You will need to choose at least three units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV:
BSZ404A TRAIN SMALL GROUPS 30
CHCAD1C ADVOCATE FOR CLIENTS 20
CHCCD1B SUPPORT COMMUNITY PARTICIPATION 50
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 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>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>CHCOM33C</td>
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</tr>
<tr>
<td>CHCSS12A</td>
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</tr>
<tr>
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<tr>
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<tr>
<td>CHCNET4A</td>
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</tr>
<tr>
<td>CHCSS405A</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG23A</td>
<td>60</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>50</td>
</tr>
</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 Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
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</tr>
<tr>
<td>CHCCD1B</td>
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<td>CHCNT2B</td>
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<tr>
<td>CHCCS304A</td>
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</tbody>
</table>

Note: Electives offered will be selected by the Department and subject to availability.
### Certificate IV in Disability Work

**Course Code:** CHC40302

**Campus:** Footscray Nicholson, City King and Industry.

**Career Opportunities**
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:**
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>
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<tr>
<td>CHCCS405A</td>
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</tbody>
</table>

**Elective Units of Study**
Four elective units will be chosen from the National Training Package by the Department.

### Diploma of Community Services Lifestyle and Leisure

**Course Code:** CHC50802

**Campus:** Footscray Nicholson.

**Career Opportunities**
Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.

**Entry Requirements**
To qualify for admission it is preferred that applicants have completed either the either an aged care course at AQF level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Course Duration:**
Full-time over 897 nominal hours. Part-time one day per week for 2 years PLUS 15 day placement.

**Course Structure**

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## FACULTY OF WORKFORCE DEVELOPMENT

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## Elective Units

**One unit from Group 1 Organisational Requirements**

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| OR
| CHCOR23C  | 60    |

**One of the following units:**

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</tr>
<tr>
<td>CHCOR5B</td>
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<td>CHCADMIN3B</td>
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<td>CHCCS401A</td>
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<tr>
<td>CHCCS402A</td>
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<tr>
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<td>CHCORG6B</td>
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<tr>
<td>CHCORG7B</td>
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</tr>
<tr>
<td>SRCCR009A</td>
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</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:
- CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA
- CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS
- CHC60102 PROVIDE ORGANISATION AND DELIVER SERVICES FOR PEOPLE WITH DISABILITY
- CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT
- CHCDIS7B DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

**Group 3 Disability**

<table>
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<tr>
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<td>CHCCOBY1C</td>
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**Group 4 Mental Health**

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<tbody>
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**Group 5 Alcohol and Other Drugs**

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**Group 6 Youth**

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<tbody>
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**Group 7 Indigenous and Multicultural Groups**

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<thead>
<tr>
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</thead>
<tbody>
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</tr>
<tr>
<td>HLTIR3A</td>
<td>20</td>
</tr>
</tbody>
</table>

## ADVANCED DIPLOMA OF DISABILITY WORK

**Course Code:** CHC60102

**Campus:** Footscray Nicholson

**Career Opportunities**

When you graduate, you will be qualified to pursue a career working in Human Services/Disability/ Community Work Sector.

**Scope of Delivery**

Part-time.

**Course Objectives**

This course provides participants with the high level skills and knowledge required to deliver and manage services for people who experience disability.

**Selection Procedures/Selection Criteria**

You must be either in paid employment or volunteering in the sector. You must also be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants must complete a TAFE Supplementary Application form and attend an interview.

All agencies require that participants provide a police clearance before undertaking workplace training.

**Course Duration**

This course is two years full-time or part-time equivalent.
### Course Structure

#### Unit Code | Hours
--- | ---
BSBMGT505A | ENSURE A SAFE WORKPLACE | 60
CHCAD3A | UNDERTAKE SYSTEMS ADVOCACY | 90
CHCADMIN4B | MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES | 90
CHCCS4C | MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE | 90
CHCCS57C | CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS | 75
CHCDIS11B | CO-ORDINATE DISABILITY WORK | 150
CHCINF4B | MANAGE THE ORGANISATION’S INFORMATION SYSTEMS | 75
CHCNET3B | DEVELOP NEW NETWORKS | 75
CHCORG7B | MANAGE WORKPLACE ISSUES | 75
CHCORG8C | ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES | 75
CHCORG10B | MANAGE ORGANISATIONAL CHANGE | 150
CHCORG11B | LEAD AND DEVELOP OTHERS | 90
CHCORG19B | DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES | 90
CHCORG20B | PROMOTE AND REPRESENT THE SERVICE | 90
CHCORG28A | REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE | 120
EITHER- | | |
CHCCOM4B | DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES | 75
OR | | |
CHCCOM3C | UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS | 50

### Elective Units of Study

**Management Stream**

| Unit Code | Hours |
--- | --- |
PSPMNGT605A | MANAGE DIVERSITY | 40 |
CHCPOL7A | MANAGE POLICY DEVELOPMENT | 90 |
CHCORG27A | PROVIDE MENTORING SUPPORT TO COLLEAGUES | 60 |

### CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (HOSPITAL/COMMUNITY HEALTH PHARMACY ASSISTANCE)

**Course Code:** HLT31402

**Campus:** Footscray Nicholson Campus or Industry based.

**Career Opportunities**

Assistant to a pharmacist in a hospital or community health setting.

**Scope of Delivery**

Flexible Delivery.

**Course Objective**

The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working in a hospital/community pharmacy department.

**Selection Procedure/Selection Criteria**

Should be working in a hospital or community health setting.

**Course Duration**

6 months full-time and also flexible delivery.

### Course Structure

#### Unit Code | Hours
--- | ---
HLTN1A | COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES | 20
HLTPH1A | ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES | 20
HLTPH2A | PROCUERE AND STORE PHARMACEUTICAL PRODUCTS | 20
HLTPH3A | DISTRIBUTE PHARMACEUTICAL PRODUCTS | 20
HLTPH4A | MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK | 15
HLTPH5A | ASSIST WITH PRESCRIPTION PREPARATION | 30
HLTPH6A | PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS | 15
HLTPH7A | SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS | 50
HLTHIR2A | CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY | 20
HLTHSE1A | FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES | 20
BSAMED201A | USE BASIC MEDICAL TERMINOLOGY IN ORDER TO COMMUNICATE WITH PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS | 30
BSBCMN203A | COMMUNICATE IN THE WORKPLACE | 40
BSBCMN204A | WORK EFFECTIVELY WITH OTHERS | 15
BSBCMN302A | ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT | 40
BSBCMN205A | USE BUSINESS TECHNOLOGY | 30

### CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (ALLIED HEALTH ASSISTANCE)

**Course Code:** HLT31702

**Campus:** Sunbury

**Career Opportunities**

Occupational Therapy Aide, Therapy Assistant, Physiotherapy Aide, Speech Pathology Aide, Nutrition Assistant, Allied Health Assistant.

**Scope of Delivery**

Part-time.
FACULTY OF WORKFORCE DEVELOPMENT

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Core Units of Study</td>
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<td>PART A</td>
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<td>PART B</td>
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<tr>
<td>CHAC3C</td>
<td>50</td>
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<tr>
<td>CHCDIS1C</td>
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<tr>
<td>PART C</td>
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<tr>
<td>At least two units from the Health Services Assistance group with nominal AQF III alignment as listed in the Health Training Package HLT02.</td>
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</tr>
</tbody>
</table>

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 IV IN HEALTH SERVICE ASSISTANCE (HOSPITAL AND COMMUNITY HEALTH PHARMACY TECHNICIAN)

Course Code: HLT40502

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>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>HLTPH10A</td>
<td>50</td>
</tr>
<tr>
<td>HLTPH1A</td>
<td>130</td>
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<tr>
<td>HLTPH8A</td>
<td>90</td>
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<tr>
<td>HLTPH9A</td>
<td>130</td>
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<tr>
<td>HLTHSE2A</td>
<td>40</td>
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<tr>
<td>BSBMED301A</td>
<td>30</td>
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<tr>
<td>Plus 2 units from either (with at least 1 from Front Line Management)</td>
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<tr>
<td>• Frontline Management units available at Certificate III or IV</td>
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<tr>
<td>• Workplace Training and Assessment</td>
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</tr>
</tbody>
</table>

Recommended Units of Study
The following units are not compulsory but are recommended:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBFLM303A</td>
<td>40</td>
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<tr>
<td>BSY2404A</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study
3 elective units available may be selected from the following areas:
- Health Training Package units available at Certificate IV
- Community Services Training Package units available at Certificate IV
- Other National Training Package units available at Certificate IV
CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104

Course Location Newport Campus.

Career Opportunities
For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

Scope of Delivery
Full-time or Part-time.

Course Objectives
To develop competencies to enter into a career as a trainer and/or assessor.

Entry Requirements
No specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (e.g. TAFE, other RTO or workplace). Some assessment must take place in the workplace (eg. Classroom, office, factory).

Selection Procedures/Selection Criteria
Not applicable.

Course Duration
Training Package: 255 – 305 nominal hours.
Average duration is 14 weeks @ 1 day per week. Evening/Weekend courses are also available.

Delivery Structure
The Educational Professional Development Unit offers three options/courses of study from the Training and Assessment Training Package to meet individual needs.

Participants have the option of choosing one of the three following courses:

Option One: Certificate IV in Training and Assessment
The Educational Professional Development Unit offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study) over 14 days either one whole day a week or over 28 evenings between 5:30-9:30pm. In addition to attending training students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

Unit Code   Hours
Core Units of Study
TAASS401A PLAN AND ORGANISE ASSESSMENT 10
TAASS402A ASSESS COMPETENCE 15
TAASS403A DEVELOP ASSESSMENT TOOLS 30
TAASS404A PARTICIPATE IN ASSESSMENT VALIDATION 20
TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20
TAADES402A DESIGN AND DEVELOP LEARNING PROGRAMS 40
TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY 20
TAADEL403A FACILITATE INDIVIDUAL LEARNING 15
TAADEL404A FACILITATE WORK-BASED LEARNING 15
TAASEN401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10
TAASEN402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10
TAASEN403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10

Elective Units of Study
Select 2 elective units. Both electives can be selected from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.

The * denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment.
All other electives can be acquired through RPL/Credit Transfer.

BSBAUD402A PARTICIPATE IN A QUALITY AUDIT 40
BSBCM404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCM405A ANALYSE AND PRESENT RESEARCH INFORMATION 30
BSBCM409A PROMOTE PRODUCTS AND SERVICES 20
BSBMKG406A BUILD CLIENT RELATIONSHIPS 50
TAASSS301A CONTRIBUTE TO ASSESSMENT 10
TAADLC401A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
TAADEL402A FACILITATE GROUP-BASED LEARNING 20
TAADEL405A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30
TAASEN404A DEVELOP INNOVATIVE IDEAS AT WORK 35
TAALLN401A 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 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.
### Unit of Study Code Nominal hours

<table>
<thead>
<tr>
<th>Unit Code</th>
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<th>Nominal hours</th>
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<tbody>
<tr>
<td>TAAENV401A</td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING</td>
<td>10</td>
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<tr>
<td>TAAENV402A</td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>TAADSE401A</td>
<td>USE TRAINING PACKAGES TO MEET CLIENT NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>TAATAS401A</td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS</td>
<td>40</td>
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</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 Nursing and Health Studies in 2008.

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

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

BSBCMN404A 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

BSBMEC301A 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

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; Analyze 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

BSBOHS506A MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT

Content: Identify hazards arising from the use of plant and associated systems of work; Analyse OHS risk associated with plant; Control risks associated with plant hazards; Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment; Identify and advise on licensing and certification issues associated with plant and equipment; Review and evaluate risk control measures for plant.

Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBOHS507A FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK

Content: Identify the potential for adverse effects on health from agents in the workplace; Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people; Facilitate the control of risks to health in the workplace; Participate in the development of strategies to communicate
FACULTY OF WORKFORCE DEVELOPMENT

occupational health information and data; Monitor and facilitate occupational health education and training; Review and evaluate the occupational health program;
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

BSBOHS601A DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS
Content: Analyse the workplace to identify needs; Design integrated approaches to managing OHS; Plan and develop integrated approaches to managing OHS; Support planning and implementation of integrated approaches to managing OHS; Evaluate the design and development of integrated approaches to managing OHS.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBOHS602A DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES
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; 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

CHCC13B 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

CHCC7B 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.
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

CHCCWI1B 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
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
Content: Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Content: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY
Content: This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.
Nominal Hours: 20 hours
Assessment: As per accredited curriculum

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

FDFCORWC1A 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

FDFCORWC2A 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

HLTCS5A 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

HLTCS7A TRANSPORT CLIENTS/PATIENTS
Content: Prepare for transport; Transport client; Deliver client.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

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

HLTF8A 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

HLTG2A 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

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 procedures 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 P PERFORM 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

HLTPH10A PREPARE BATCH AND EXTEMPORANEOUS PRODUCT MASTER WORK SHEETS
Content: Source information on formula; Design master batch/work sheet and labels; Seek approval and release of batch/work sheet for use.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

HLTPH11A SMALL SCALE COMPOUND/MANUFACTURE ASEPTIC PHARMACEUTICAL PRODUCTS
Content: Prepare for production process; Obtain and process raw materials; Prepare for sterile manufacturing; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES
Content: Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS
Content: Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS
Content: Pack product orders; 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 despatch 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-packing process.
Nominal Hours: 15 Hours
Assessment: Problem sheets, practical test, observation of class work

**HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS**

Content: Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.
Nominal Hours: 50 Hours
Assessment: 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

**LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS**

Content: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES**

Content: This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE**

Content: This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

**LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS**

Content: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT**

Content: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

**LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT**

Content: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LGAEHRR202B PROVIDE ANIMAL CARE AND CONTROL**

Content: Assist in the capture and impounding of animals; Monitor and care for animals; Assist in the operation and maintenance of pound facilities.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

**LGAGOVA201B ISSUE PERMITS**

Content: Receive and register applications for permits; Issue permits.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LGAGOVA202B PROCESS INFRINGEMENT NOTICES**

Content: Maintain records of infringement notices; Locate and retrieve information on infringement notices; Action infringement notices; Produce correspondence related to infringement notices.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

**LGAGOVA301B 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

**MTMCOR401A MANAGE OWN WORK PERFORMANCE**

Content: Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

**MTMCOR402A FACILITATE QUALITY ASSURANCE PROCESS**

Content: Facilitate the ongoing implementation of the QA program in the workplace; Monitor inspection and test records; Respond to non conforming product or processes; Review product samples; Calculate yield, wastage and productivity indicators; Calculate calibration adjustments.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
MTMMMP2B 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

MTMMMP3B 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

MTMMMP4B 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

MTMMMP5B 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

MTMMMP70B 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

MTMMMP72B 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

NC5003 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.

PMLCOM300A COMMUNICATE WITH OTHER PEOPLE
Content: This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLCOM300B COMMUNICATE WITH OTHER PEOPLE
Content: This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.
Nominal Hours: 40 Hours
Assessment: Listening activities, poster, writing folio, journal

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

PMLDATA300A 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; Monitor stocks of laboratory materials 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

PMLOHS300A 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

**PMLOH501B WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDARD 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**

Content: Interpret and schedule client requirements; Prepare client samples(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

**PMLSCI500B OPERATE BASIC HANDBLOWING EQUIPMENT**

Content: Prepare for handblowing operations; Follow sequence of operations for glasswork procedure to be performed; Use annealing equipment; Maintain a safe work environment; Maintain records.

Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

**PMLSCI501B 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

**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**

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**

Content: Perform setup and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.

Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
PMLTEST304B PREPARE CULTURE MEDIA
Content: This unit of competency covers the ability to prepare culture media free of contamination required and facilitate optimal growth of organisms and cells. It also includes the ability to organise the materials, equipment and work environment and follow standard methods.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLTEST305B ASSIST WITH FIELDWORK
Content: Assist with organisation of fieldwork; Perform tasks related to field camp operations; Perform tasks related to field surveys; Demonstrate basic field survival skills; Assist with the close down of field camp.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST307B PREPARE TRIAL BATCHES FOR EVALUATION
Content: Prepare for trial batch mixing; Mix trial batch for evaluation; Evaluate properties of the mixture by inspection and standard test methods; Clean equipment and dispose of materials; Maintain records; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES
Content: This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax. Personnel will work under direct supervision and have ready access to enterprise procedures. Viewing of slides is covered in PMLTEST308A Perform microscopic examination. More complex histological tests involving specialised stains, histochemistry and immunohistochemistry are covered in PMLTEST503B Perform histological tests.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST400A PERFORM INSTRUMENTAL TESTS/PROCEDURES
Content: Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

PMLTEST401A PERFORM NON-INSTRUMENTAL TESTS
Content: Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS
Content: Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST403B ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS
Content: Prepare for on-site operations; Assist with excavation of boreholes, test pits and/or trenches; Assist with sampling; Assist with testing; Maintain records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES
Content: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps.

The unit includes data processing and interpretation of results and 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

PMLTEST405A PERFORM FOOD TESTS
Content: Interpret and schedule test requirements; Receive and prepare food samples; Check equipment before use; Test samples to determine food components and characteristics; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST406A PERFORM PHYSICAL TESTS
Content: Interpret and schedule test requirements; Receive and prepare samples; Check equipment before use; Test samples to determine physical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLTEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PMLTEST411A PERFORM MECHANICAL TESTS
Content: Interpret and schedule test requirements; Receive samples and prepare test-pieces; Check equipment before use; Test samples to determine mechanical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLTEST412A PREPARE TISSUE AND CELL CULTURES
Content: Work safely according to the legal and regulatory framework; Prepare and test cell and tissue culture media; Prepare tissue or cell cultures; Monitor tissue or cell culture; Maintain records.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS
Content: Perform setup and pre-use safety checks; Perform calibration checks; Maintain equipment.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS
Content: Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of microorganisms; Estimate the number and/or size of microorganisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum
PMLTEST502A PERFORM HAEMATOLOGICAL TESTS
Content: Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 135 Hours
Assessment: As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS
Content: Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS
Content: Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Nominal Hours: 130 Hours
Assessment: As per accredited curriculum

PMLTEST505B CONDUCT SENSORY ANALYSIS
Content: Select panelists for sensory analysis; Prepare panelists for sensory analysis; Prepare samples for sensory analysis; Conduct routine sensory analysis; Evaluate and report findings; Maintain a safe work environment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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

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

RTD4404A 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

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Content: Follow routine spoken messages; Perform workplace duties following routine spoken notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.
Nominal Hours: To be advised
Assessment: As per accredited curriculum

RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS
Content: Developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used, Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

RTC5011A COLLECT AND CLASSIFY PLANTS
Content: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

RTD4502A PLAN THE IMPLEMENTATION OF REVETEGRATION 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

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

RUV2603A ASSIST WITH SURGERY PREPARATIONS
Content: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
RUV3301A 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

RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS
Content: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Content: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING
Content: Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

RUV4603A PERFORM CLINIC PATHOLOGY PROCEDURES
Content: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

RUV4609A 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

RUV4610A 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

RUV5304A 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

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 for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

VBM588 DELIVER NURSING CARE TO CLIENTS
Content: This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.
Nominal Hours: 140 Hours
Assessment: As per accredited curriculum

VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE
Content: This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES
Content: Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT
Content: This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management.
processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessment and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.

Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS
Content: Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)
Content: This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessment, act and communicate to contribute to the health and wellbeing of the client.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

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 lean to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM
Content: This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS
Content: This subject describes how the registered nurse division 2 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

VBN535 APPLY PRINCIPLES OF PHARMACOLOGY TO SAFE NURSES PRACTICE
Content: This unit covers the underpinning knowledge of pharmacology related to the administration of medication and is a pre-requisite for unit VBQU001.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP006 APPLY BASIC EMERGENCY LIFE SUPPORT
Content: 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 recognise and provide basic emergency life support (excluding respiratory and cardiac resuscitation).
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

VBP007 APPLY FIRST AID
Content: 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.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE
Content: This unit covers the skills and knowledge required to apply chemical principles related to food and food processing.
Nominal Hours: 60 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP037 IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP)
Content: This unit covers the skills and knowledge required to identify the principles of Hazard Analysis Critical Control Points.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP038 APPLY HYGIENE AND SANITATION PRACTICES
Content: This unit covers the skills and knowledge required to apply the principles of sanitation and hygiene and implement appropriate preventative and control measures.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP039 IDENTIFY NUTRITIONAL FUNDAMENTALS
Content: This unit covers the skills and knowledge required to identify the fundamentals of nutrition as they relate to the food processing industry.
Nominal Hours: 20 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP040 APPLY PRINCIPLES OF OCCUPATIONAL HEALTH & SAFETY TO THE FOOD INDUSTRY
Content: This unit covers the skills and knowledge required to effectively handle OH&S issues in the food industry.
Nominal Hours: 40 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP043 APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY
Content: 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.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.
VBP044 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL
Content: This unit provides the basic operational principles of food spoilage and its control.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP045 IDENTIFY UNIT OPERATIONS
Content: 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.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP046 APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS
Content: This unit provides the basic principles of low temperature preservation, and it's 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.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP047 APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS
Content: This unit provides the basic principles of high temperature of 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.
Nominal Hours: 15 Hours
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP048 APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION
Content: This unit covers the skills and knowledge required to apply the principles of concentration and drying processes to food production.
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBP049 DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE
Content: This unit covers the skills and knowledge required to access, increase and update knowledge relating to the operation of a food industry workplace.
Nominal Hours: 20 Hours
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP055 MANUFACTURE MEAT AND MEAT PRODUCTS
Content: This unit covers the skills and knowledge required to identify the basic principles of meat, meat processing and meat product manufacture.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBP056 MANUFACTURE DAIRY PRODUCTS
Content: 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.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

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
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 apply 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 shut down 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 shut down dairy engineering systems.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBP080 APPLY BASIC PRINCIPLES OF FOOD ENGINEERING
Content: This unit covers the knowledge required to recognise the characteristics and functions of 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 preparation and 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 regard 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 VBN535.
Below are details of courses offered by the School of Personal Services in 2008. This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

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

CERTIFICATE II IN MODELLING (I)

Course Code: 21456VIC

Campus: City King.

Career Opportunities
Modelling.

Scope of Delivery
This course if offered on a full-time basis [Monday-Friday].

Course Objective
The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements
To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria
Applicants will be required to attend a selection interview.

Course Duration
The course is offered on a full-time basis over 12 weeks.

Course Structure
The course consists of 11 core 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>
<td>20</td>
</tr>
<tr>
<td>VBN182</td>
<td>15</td>
</tr>
<tr>
<td>VBN183</td>
<td>10</td>
</tr>
<tr>
<td>VBN184</td>
<td>10</td>
</tr>
<tr>
<td>VBN185</td>
<td>10</td>
</tr>
<tr>
<td>VBN186</td>
<td>20</td>
</tr>
<tr>
<td>VBN187</td>
<td>10</td>
</tr>
<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

VBN190 PARTICIPATE IN A PHOTO SHOOT 30
VBN191 APPLY PROMOTIONAL TECHNIQUES 20

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>CUFGEN01A</td>
<td>15</td>
</tr>
<tr>
<td>CUEOHS1A</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SPECIALIST UNITS OF STUDY</td>
<td></td>
</tr>
<tr>
<td>Select six units from the following:</td>
<td></td>
</tr>
<tr>
<td>CUFMUP02A</td>
<td>160</td>
</tr>
<tr>
<td>CUSRADC02A</td>
<td>35</td>
</tr>
<tr>
<td>CUSRADM02A</td>
<td>33</td>
</tr>
<tr>
<td>CUEMU6A</td>
<td>60</td>
</tr>
<tr>
<td>CUFMUP5A</td>
<td></td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMUP3A</td>
<td></td>
</tr>
<tr>
<td>CUEWRH19A</td>
<td>MAINTAIN WIGS AND HAIRPIECES 60</td>
</tr>
<tr>
<td>CUEWRH20A</td>
<td>MAKE WIGS 140</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEWRH20A</td>
<td>MAKE WIGS 140</td>
</tr>
<tr>
<td>CUEWRH19A</td>
<td>MAINTAIN WIGS AND HAIRPIECES 60</td>
</tr>
<tr>
<td>CUSRAD02A</td>
<td>CONDUCT RESEARCH 35</td>
</tr>
<tr>
<td>CUFMAR01A</td>
<td>SELL PRODUCTS AND SERVICES 40</td>
</tr>
<tr>
<td>WRH18A</td>
<td></td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the Department of Personal Services on (03) 9919 7877.

**DIPLOMA OF MAKE-UP (II)**

**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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
<td>DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15</td>
</tr>
<tr>
<td>CUEOHS1A</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 10</td>
</tr>
</tbody>
</table>

**SPECIALIST UNITS OF STUDY A**
Select one specialist unit from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Design, Apply and Remove Period and Specialised Make-Up 65</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP4A</td>
<td>Design, Apply and Remove Special Effects Make-Up 160</td>
</tr>
</tbody>
</table>

**SPECIALIST UNITS OF STUDY B**
Select four elective units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Design, Apply and Remove Make-Up 160</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFMUP02A</td>
<td>Dress Hair for a Performance or Production 60</td>
</tr>
<tr>
<td>CUEMUP5A</td>
<td>Dress (Style) Wigs 60</td>
</tr>
<tr>
<td>CUEWRH19A</td>
<td>Maintain Wigs and Hairpieces 60</td>
</tr>
<tr>
<td>CUFMUP03A</td>
<td>Maintain Make-Up Continuity 160</td>
</tr>
<tr>
<td>CUEWRH20A</td>
<td>Make Wigs 140</td>
</tr>
</tbody>
</table>

**SPECIALIST UNITS OF STUDY C**
Select seven elective units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Address Legal and Administrative Requirements 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITAD058A</td>
<td>Apply Skills in Object Oriented Design 40</td>
</tr>
<tr>
<td>CUFPOP09A</td>
<td>Conduct a Briefing 30</td>
</tr>
<tr>
<td>CUEFIN1A</td>
<td>Develop a Budget 30</td>
</tr>
<tr>
<td>CUEFIN2A</td>
<td>Manage a Budget 30</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>Manage a Project 35</td>
</tr>
<tr>
<td>TTHGLE16A</td>
<td>Manage Physical Assets 39</td>
</tr>
<tr>
<td>CUSGEN05A</td>
<td>Make Presentations 35</td>
</tr>
<tr>
<td>CUSRAD02A</td>
<td>Conduct Research 35</td>
</tr>
<tr>
<td>CUSADM02A</td>
<td>Co-ordinate the Purchase or Hire of Equipment/Supplies 33</td>
</tr>
<tr>
<td>CUSADM06A</td>
<td>Develop and Implement an Operational Plan 69</td>
</tr>
<tr>
<td>CUSADM10A</td>
<td>Establish and Manage Contracts 70</td>
</tr>
<tr>
<td>CUFocos07A</td>
<td>Make Character and Period Costumes 60</td>
</tr>
<tr>
<td>CUFPRP05A</td>
<td>Operate an Offsite Props Department 15</td>
</tr>
<tr>
<td>TTHGLE07A</td>
<td>Recruit and Select Staff 60</td>
</tr>
<tr>
<td>CUFocos03A</td>
<td>Realise Costumes 60</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Conduct a Briefing 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFPOP09A</td>
<td>Develop a Budget 30</td>
</tr>
<tr>
<td>CUEFIN2A</td>
<td>Manage a Budget 30</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>Manage a Project 35</td>
</tr>
<tr>
<td>CUEMUP5A</td>
<td>Dress (Style) Wigs 60</td>
</tr>
<tr>
<td>CUEWRH408</td>
<td>Conduct Research 35</td>
</tr>
</tbody>
</table>

For further information regarding this course, contact the School of Personal Services on (03) 9919 7877.
CERTIFICATE II IN NAIL TECHNOLOGY
Course Code: WRB20104

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/pedicare 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.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures
Apply through Secondary College only.
Course Duration
The course is offered on a full-time basis over a minimum of 339 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBBS201B</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS201B</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS202A</td>
<td>20</td>
</tr>
<tr>
<td>WRBCS203B</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS204A</td>
<td>15</td>
</tr>
<tr>
<td>WRRCS1B</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B</td>
<td>40</td>
</tr>
<tr>
<td>WRRLP1B</td>
<td>18</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>30</td>
</tr>
<tr>
<td>WRRM2B</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>18</td>
</tr>
<tr>
<td>WRRM1B</td>
<td>18</td>
</tr>
<tr>
<td>WRBBS202A</td>
<td>35</td>
</tr>
<tr>
<td>OR WRBBS203A</td>
<td></td>
</tr>
<tr>
<td>OR WRBBS204B</td>
<td></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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBBS202A</td>
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<tr>
<td>WRBBS203A</td>
<td>35</td>
</tr>
<tr>
<td>WRBBS204B</td>
<td>15</td>
</tr>
</tbody>
</table>

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.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures
Apply through Secondary College only.
Course Duration
The course is offered on a full-time basis over a minimum of 404 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>WRBCS201B</td>
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<td>WRBCS203B</td>
<td>30</td>
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<tr>
<td>WRRFS201B</td>
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<td>WRRFS202B</td>
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<td>WRRFS203B</td>
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<td>WRRFS204B</td>
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<tr>
<td>WRRCS1B</td>
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<td>WRRER1B</td>
<td>40</td>
</tr>
<tr>
<td>WRRLP1B</td>
<td>18</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

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
WRRC1B OPERATE RETAIL EQUIPMENT 21
WRRER2B CO-ORDERATE WORK TEAMs 36
WRR11B 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
WRR07A PROFILE A RETAIL MARKET 36
WRR08A DEVELOP INNOVATIVE IDEAS AT WORK 36
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
BSBEUS301A 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.

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 design 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

Unit Code   Hours
Core Units of Study
WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
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
WRBFS305B PROVIDE LASH AND BROW TREATMENTS 15
WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRCCS1B COMMUNICATE IN THE WORKPLACE 50
WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B APPLY SAFE WORKING PRACTICES 18
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

Elective Units of Study
Six elective units of study from the following:

WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBFS305B USE ELECTRICAL EQUIPMENT FOR NAILS 30
WRBSS306A APPLY AIRBRUSHED NAIL ART 15
WRBFS201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS 25
WRBFS202B DESIGN AND APPLY MAKE-UP 40
WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRBSS201B PIERCE EARS 15
WRRC1B OPERATE RETAIL EQUIPMENT 21
WRRER2B CO-ORDINATE WORK TEAMS 36
### SCHOOL OF PERSONAL SERVICES

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRR11B PERFORM STOCK CONTROL PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>WRR12B MINIMISE THEFT</td>
<td>21</td>
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<tr>
<td>WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
<td>36</td>
</tr>
<tr>
<td>WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
</tr>
<tr>
<td>WRR03B PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WRR07A PROFILE A RETAIL MARKET</td>
<td>36</td>
</tr>
<tr>
<td>WRR08A DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>36</td>
</tr>
<tr>
<td>BSBEMUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSSBMM301A RESEARCH BUSINESS OPPORTUNITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSSBMM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
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</tr>
<tr>
<td>BSSBMM403A PROMOTE THE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSSBMM404A UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
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<tr>
<td>BSSBMM405A MONITOR AND MANAGE BUSINESS OPERATIONS</td>
<td>50</td>
</tr>
<tr>
<td>BSSBMM406A MANAGEFINANCES</td>
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</tr>
<tr>
<td>BSSBMM407A MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
<tr>
<td>BSZ404A TRAIN SMALL GROUPS</td>
<td>30</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES</td>
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</tr>
<tr>
<td>WRBCS201B CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>WRBCS203B PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBCS306B ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY</td>
<td>60</td>
</tr>
<tr>
<td>WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS</td>
<td>20</td>
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<tr>
<td>WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRBSF202B DESIGN AND APPLY MAKE-UP</td>
<td>40</td>
</tr>
<tr>
<td>WRBSF305B PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
</tr>
<tr>
<td>WRBSF406B PROVIDE FACIAL TREATMENTS</td>
<td>120</td>
</tr>
<tr>
<td>WRBSF407B PROVIDE ADVANCED FACIAL TREATMENTS</td>
<td>110</td>
</tr>
<tr>
<td>WRBS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
<td>95</td>
</tr>
<tr>
<td>WRCS1B COMMUNICATE IN THE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>WRRLP1B APPLY SAFE WORKING PRACTICES</td>
<td>18</td>
</tr>
<tr>
<td>WRRS1B SELL PRODUCTS AND SERVICES</td>
<td>18</td>
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</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBBS202A APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
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<tr>
<td>WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT</td>
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<tr>
<td>WRBBS204B APPLY NAIL ART</td>
<td>15</td>
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<tr>
<td>WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS</td>
<td>30</td>
</tr>
<tr>
<td>WRBBS306A APPLY AIRBRUSHED NAIL ART</td>
<td>15</td>
</tr>
<tr>
<td>WRBBS407B PROVIDE BODY TREATMENTS</td>
<td>100</td>
</tr>
<tr>
<td>WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE</td>
<td>40</td>
</tr>
<tr>
<td>WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
<td>20</td>
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</tbody>
</table>
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

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<td>WRBC201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>WRBC203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
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<td>WRBC204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
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<tr>
<td>WRBC205A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
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<td>WRBC300B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
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<td>WRBC407A</td>
<td>DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS</td>
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<tr>
<td>WRBC408A</td>
<td>APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY</td>
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<td>WRBC409A</td>
<td>APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS</td>
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<td>WRBC411A</td>
<td>APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS</td>
<td>20</td>
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<tr>
<td>WRBC412A</td>
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<td>WRBC513B</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
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<td>WRBF202B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
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<td>WRBF305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
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<td>PROVIDE FACIAL TREATMENTS</td>
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<td>PROVIDE ADVANCED FACIAL TREATMENTS</td>
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<td>WRBS302B</td>
<td>PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
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<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>WRRER21B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>WRRSL1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<tr>
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<td>SELL PRODUCTS AND SERVICES</td>
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210
Select a minimum of 8 units from the following:

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<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBBS408B</td>
<td>PROVIDE AESTHETIC AROMATIC MASSAGE</td>
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<tr>
<td>WRBBS509A</td>
<td>PLAN THE SPA PROGRAM</td>
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</tr>
<tr>
<td>WRBSS510A</td>
<td>PROVIDE THE SPA PROGRAM</td>
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<tr>
<td>WRBSS511A</td>
<td>APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS</td>
<td>20</td>
</tr>
<tr>
<td>WRBSS512A</td>
<td>BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS</td>
<td>35</td>
</tr>
<tr>
<td>WRBSS513A</td>
<td>USE REPLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS</td>
<td>30</td>
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<tr>
<td>WRBSS514A</td>
<td>PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE</td>
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<tr>
<td>WRBSS504B</td>
<td>PERFORM DIATHERMY SERVICE</td>
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<td>WRBSS503B</td>
<td>PROVIDE PERMANENT EPILATION</td>
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<tr>
<td>WRBSS506A</td>
<td>PROVIDE UPPER BODY PIERCING</td>
<td>30</td>
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<tr>
<td>HLTREM7A</td>
<td>PLAN THE MASSAGE TREATMENT</td>
<td>20</td>
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</tbody>
</table>

The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBSS503B</td>
<td>PROVIDE PERMANENT EPILATION</td>
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<tr>
<td>WRBSS505B</td>
<td>DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES</td>
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<tr>
<td>CUEMUP3A</td>
<td>DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP</td>
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<td>HLTREM6A</td>
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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:

<table>
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<tbody>
<tr>
<td>WRBBS510A</td>
<td>PROVIDE THE SPA PROGRAM</td>
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Select a minimum of two elective units of study from the following

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>WRBSS201B</td>
<td>PIERCE EARS</td>
<td>15</td>
</tr>
<tr>
<td>WRBFS203B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
<td>30</td>
</tr>
<tr>
<td>WRRER3B</td>
<td>MAINTAIN EMPLOYEE RELATIONS</td>
<td>36</td>
</tr>
<tr>
<td>WRBFS204B</td>
<td>DESIGN AND APPLY REMEDIAL CAMOULAGE</td>
<td>30</td>
</tr>
<tr>
<td>WRRCA1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
<td>21</td>
</tr>
<tr>
<td>WRRER2B</td>
<td>CO-ORDINATE WORK TEAMS</td>
<td>36</td>
</tr>
<tr>
<td>WRR11B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>WRRLP2B</td>
<td>MINIMISE THEFT</td>
<td>21</td>
</tr>
<tr>
<td>WRR03B</td>
<td>PROVIDE A SAFE WORKING ENVIRONMENT</td>
<td>36</td>
</tr>
<tr>
<td>WR07A</td>
<td>PROFILE A RETAIL MARKET</td>
<td>36</td>
</tr>
<tr>
<td>WR08A</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>36</td>
</tr>
<tr>
<td>WRRPL3B</td>
<td>INITIATE AND IMPLEMENT CHANGE</td>
<td>150</td>
</tr>
<tr>
<td>WRRPM3B</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>36</td>
</tr>
<tr>
<td>WRRS4B</td>
<td>BUILD RELATIONSHIPS WITH CUSTOMERS</td>
<td>36</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>
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<tr>
<td>WRRB5A</td>
<td>MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY</td>
<td>36</td>
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<td>WRRM6A</td>
<td>CREATE A DISPLAY FOR A SMALL BUSINESS</td>
<td>36</td>
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<td>BSBEBUS301A</td>
<td>SEARCH AND ASSESS ONLINE BUSINESS INFORMATION</td>
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<tr>
<td>BSFLM05A</td>
<td>MANAGE OPERATIONAL PLAN</td>
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<tr>
<td>BSFLM07A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>60</td>
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<tr>
<td>BSFLM09A</td>
<td>PROMOTE CONTINUOUS IMPROVEMENT</td>
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<td>BSBMKG404A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
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<td>RESEARCH BUSINESS OPPORTUNITIES</td>
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<td>BSBBM401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
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<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
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<td>BSBBM406A</td>
<td>MANAGE FINANCES</td>
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<td>MANAGE A SMALL TEAM</td>
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<td>BSZ401A</td>
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<td>BSZ402A</td>
<td>CONDUCT ASSESSMENT</td>
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<td>TRAIN SMALL GROUPS</td>
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* These three units must be undertaken together and will equate to 1 unit.

Note: Victoria University will offer several streams designed to address Industry needs. Each stream will incorporate a range of electives to meet the requirements of the Diploma of Beauty Therapy.

**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>Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
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</tbody>
</table>

CERTIFICATE III IN HAIRDRESSING (I)

Course Code: WRH30106

Campus: City King.

Career Opportunities
Hairdresser.

Scope of Delivery
Full-time – fee for service, part-time – employed apprentices only. All modes of attendance include day release, block release and on-the-job training. Offers training as:
- apprenticeship;
- full-time training – full fee paying;
- reskilling;
- Australian Qualification/Trade Recognition Australia Skills Test;
- hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Course Objectives
The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills equivalent to Level 2/3 of the National Reporting System.
Applicants enrolling as an apprentice must be over 15 years of age and be employed in the industry and indentured to a tradesperson.
Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressing as required by industry.

Selection Procedures/Selection Criteria
Apprenticeship – student selection through employer.
Full-time Training – application forms, interview.
Reskilling – application forms, interview, qualified hairdresser.

Course Duration
Apprentice: 2 years
Full-time, full fee: 18 months
Reskilling: 18 weeks full-time

Course Structure

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

Elective Units of Study
Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate’s current or intended work environment, and must be from a Certificate IV or Diploma qualification:

• WRB04 Beauty Training Package
• BSB801 Business Services Training Package
• CUE03 Entertainment Training Package
• WRR02 Retail Training Package

WRHCR404A APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS 40
WRHD405A SELECT AND APPLY HAIR EXTENSIONS 30
WRHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES 40
WRHD408A MAKE WIGS AND HAIRPIECES 120
WRHS403A APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS 40
WRHS404A PERFORM TRICHOLOGICAL ASSESSMENTS 40
WRHS405A APPLY THE PRINCIPLES OF NUTRITION 25
WRHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES 30
BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 30
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BSBSBM403A PROMOTE THE BUSINESS 50
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS 50
BSBSBM407A MANAGE A SMALL TEAM 40
CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT 50
DIPLOMA OF HAIRDRESSING SALON MANAGEMENT (I)
Course Code: WRH50100

No intake for 2008
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.
Recognition of prior learning may be available based on 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

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<td>WRH34A</td>
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<td>WRH35A</td>
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<td>WRRPM2A</td>
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<td>WRRPM3A</td>
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<tr>
<td>BSX0023/2</td>
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<tr>
<td>BSX0023/5</td>
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</table>

Elective Units of Study
Complete 6 of the following units of competency (together totalling at least 205 nominal hours) with the approval of the Head of School:

| BSX0023/1 |
| BSX0023/3 |
| BSX0023/7 |
| BSZ03A    |
| BSZ04A    |
| BSZ05A A  |
| BSXFMI503A |
| BSXFMI504A |
| BSXFMI505A |
| BSXFMI507A |
| BSXFMI511A |

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 |
-----------|-------|
WRHSM501A | MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY | 35 |
WRHSM502A | PROMOTE A HAIRDRESSING BUSINESS | 40 |
BSB506A | MANAGE FINANCES | 50 |
WRRO3B | PROVIDE A SAFE WORKING ENVIRONMENT | 36 |
WRRPM2B | RECRUIT AND SELECT PERSONNEL | 36 |
WRRPM3B | LEAD AND MANAGE PEOPLE | 36 |

Core Units of Study

Elective Units of Study
Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate’s current or intended work environment, and must be from a Certificate IV or Diploma qualification:

- WRB04 Beauty Training Package
- BSB01 Business Service Training Package
- CUE03 Entertainment Training Package
- WRR02 Retail Training Package

BSB501A | EVALUATE E-BUSINESS OPPORTUNITIES | 60 |
BSB502A | PROMOTE TEAM EFFECTIVENESS | 50 |
BSB507A | MANAGE QUALITY CUSTOMER SERVICE | 60 |
BSB509A | PROMOTE CONTINUOUS IMPROVEMENT | 60 |
BSB501A | ESTABLISH A FRANCHISE OPERATION | 120 |
BSB502A | MANAGE A FRANCHISE OPERATION | 50 |
BSB504A | FORECAST MARKET AND BUSINESS NEEDS | 60 |
BSB502A | ESTABLISH AND ADJUST THE MARKETING MIX | 80 |
BSB504A | UNDERTAKE BUSINESS PLANNING | 60 |
WBC505B | INVESTIGATE NEW PRODUCTS AND SERVICES | 50 |
WRR01B | ADMINISTER HUMAN RESOURCES POLICY | 36 |
WRR09A | LEAD A TEAM TO FOSTER INNOVATION | 36 |
WRR012A | SELECT AN E-BUSINESS MODEL | 50 |
SUBJECTS

Below are subject details for courses offered by the School of Personal Services in 2008.

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

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.

BSX0023/7  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.

BSX0023/1  EVALUATE A BUSINESS OPPORTUNITY
Content: This unit involves preliminary investigation of a business opportunity to assess its potential viability and how well it conforms with current personal and business directions.
Nominal Hours: 20 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

BSX0023/2  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.

BSX0023/3  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.

BSX0023/5  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.

BSXFMI504A  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.

BSXFMI505A  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.

BSXFMI507A  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.

CHCCN5C  CARE FOR BABIES
CHCCN5C  CARE FOR CHILDREN

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

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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 assessments.

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.

CUEOHS1A 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 and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedure for maintaining occupational health and safety records. 
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.

CUFCOS03A 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.

CUFCOS07A 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.

CUFGENO1A 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

CUFFMAR01A 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.

CUFFMUP01A 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.

CUFFMUP02A 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.

CUFFMUP03A 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.

CUFFAPP02A 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 photoimaging.
Nominal Hours: 50 Hours
Assessment: A combination of practical and theory assessments.

THHGLE07A 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, coursework, 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 one's 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 one's 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 analyse the context of the modelling assignment, and use postural and attitudinal techniques to convey an image, including movement to music.
Nominal Hours: 80 Hours
Assessment: 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 compere modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, promote the preparation, promote and compere.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.

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.
Content: Ear piercing in accordance with health regulations.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.

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.
Content: Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Nominal Hours: 20 Hours
Assessment: A combination of practical and theory assessments.
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: 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: 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.
Content: Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRBBS201B PROVIDE MANICURE AND PEDICURE SERVICES
Content: Prepare client for manicure/pedicure service; prepare a basic manicure/pedicure service; provide aftercare advice.
Nominal Hours: 35 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.
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.
Nominal Hours: 40 Hours
Assessment: 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 via theory assessments (assessments may include assignments and tests).

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 TREATMENTS
Content: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments.
Nominal Hours: 60 Hours
Assessment: 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.

WRBF5201B 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.

WRBF5202B 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.

WRBF5203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Content: Prepare client; cleanse face; analyse context; apply make-up;
Nominal Hours: 30 Hours
Assessment: A combination of practical and theory assessments.

WRBF5204B 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.

WRBF5305B 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.

WRBF5406B 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.

WRBF5407B 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: Assessment is 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: 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: As per accredited curriculum

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Content: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 25 Hours
Assessment: 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: 25 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: 35 Hours
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 hairdressing 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

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

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: 20 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 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

WRHMS501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY
Content: This unit describes the skills and knowledge required to develop and integrate a range of operational management strategies to resource, monitor, maintain and improve the delivery of hairdressing services and associated sales.
Nominal Hours: 35 Hours
Assessment: Assessment is a combination of practical and theory assessments

WRHMS502A 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

WRRWP201A 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

WRRWP302A 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)

WRR07A 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.

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.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR09A 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.

WRRBSA MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Content: This unit involves the interpretation of a visual merchandising plan and the monitoring of the display to ensure it meets the requirements of the plan and the organisation's visual merchandising standards.
Nominal Hours: 36 Hours
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRCS1B 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

WRRE1R 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

WRRE2B CO-ORDINATE WORK TEAMS
Content: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Nominal Hours: 36 Hours
Assessment: 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.

WRR1S1B 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 SPORTS 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) (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 TAFEVC.
Course Objectives
The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.
Entry Requirements
To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement. Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.
Course Duration
The course is over 230 hours full-time or equivalent part-time basis.

Course Structure
Unit Code                  Hours
Core Units of Study
VBK954  COUNSELLING FOUNDATIONS FOR WORKING WITH ELITE PERFORMERS  50
VBK955  CAREER PLANNING FOR ELITE PERFORMERS  50
VBK956  APPLICATION OF PRINCIPLES AND PRACTICE  80
Elective Units of Study
VBK957  THE ELITE SPORTS PERFORMANCE ENVIRONMENT  50
VBK958  THE ELITE MUSIC PERFORMANCE ENVIRONMENT  50
VBK959  THE ELITE DANCE PERFORMANCE ENVIRONMENT  50

CERTIFICATE III IN SCIENCE
Course Code: 21238VIC

Campus: Werribee and Footscray Nicholson Campuses.
Career Opportunities
When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.
Scope of Delivery
Full-time or part-time.
Course Objective
This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.
Entry Requirements
You must demonstrate to the satisfaction of the Head of Department that you are capable of successfully completing the course.
Course Duration
Full-time basis over 400 nominal hours or part-time equivalent

Course Structure
Unit Code                  Hours
Core Units of Study
VBM049  INTRODUCTION TO SCIENCE  20
VBD740  MATHEMATICS 1  50
VBD745  STUDY SKILLS  20
VBD746  READING AND WRITING FOR SCIENCE  50
VBM050  OCCUPATIONAL HEALTH AND SAFETY  20
VBM060  INTRODUCTORY MATHEMATICS  60

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
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
Unit Code   Hours
To qualify for the Certificate IV in Science, a learner must complete:
i) A minimum of 160 hours of units of study in two science streams (Chemistry and Biology – a total of 320 hours), but must include VBD725 Atomic Structure from the Chemistry stream; and VBD734 Cell Biology from the Biology stream; and
ii) Core Units of Study
NCS015 PRESENTING REPORTS 20
VBB223 INTRODUCTION TO THE INTERNET 20
VBD740 MATHEMATICS 1 50
VBD741 MATHEMATICS 2 50
VBD745 STUDY SKILLS 20
VBD746 READING AND WRITING FOR SCIENCE 50
VBM049 INTRODUCTION TO SCIENCE 20
VBM050 OCCUPATIONAL HEALTH AND SAFETY 20
VBM060 INTRODUCTORY MATHEMATICS 60
VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING 25

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

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
Unit Code   Hours
Core Units of Study
VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY 70
VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY 80
VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE 60
### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>VBP039</td>
<td>IDENTIFY NUTRITIONAL FUNDAMENTALS</td>
<td>20</td>
</tr>
<tr>
<td>FDTECPAK4A</td>
<td>APPLY PRINCIPLES OF FOOD PACKAGING</td>
<td>50</td>
</tr>
<tr>
<td>VBP040</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH &amp; SAFETY TO THE FOOD INDUSTRY</td>
<td>40</td>
</tr>
<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>
</tr>
<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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM409A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
</tr>
<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
</tr>
<tr>
<td>BSSCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
</tr>
<tr>
<td>BSSHR402A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
</tr>
<tr>
<td>BSZ405</td>
<td>PLAN AND PROMOTE A TRAINING PROGRAM</td>
</tr>
<tr>
<td>BSBMKG501A</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
</tr>
</tbody>
</table>

## 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 or mature age and be assessed as being capable of successfully completing the course.

**Course Duration**

Part-time basis over three years

**Course Structure**

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</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>PMLTEST300A</td>
<td>PERFORM BASIC TESTS</td>
<td>60</td>
</tr>
<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>PMLQUAL301B</td>
<td>APPLY CRITICAL CONTROL POINT REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>FDTECPPR4A</td>
<td>PARTICIPATE IN PRODUCT RECALL</td>
<td>50</td>
</tr>
<tr>
<td>PMLTEST505B</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.

<table>
<thead>
<tr>
<th>Unit Code</th>
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<tbody>
<tr>
<td>BSBFLM409A</td>
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<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
</tr>
<tr>
<td>BSSCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
</tr>
<tr>
<td>BSSHR402A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
</tr>
<tr>
<td>BSZ405</td>
<td>PLAN AND PROMOTE A TRAINING PROGRAM</td>
</tr>
</tbody>
</table>

#### (b) GENERIC OPTIONAL UNITS

Select a minimum of 160 hours from the following units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP071</td>
<td>APPLY AN UNDERSTANDING OF THE CANNING PROCESS</td>
</tr>
<tr>
<td>VBP072</td>
<td>ANALYSE FOOD PACKAGING REQUIREMENTS</td>
</tr>
<tr>
<td>VBP052</td>
<td>APPLY BASIC PRINCIPLES OF PROCESS CONTROL</td>
</tr>
<tr>
<td>VBP074</td>
<td>IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD</td>
</tr>
<tr>
<td>PMLORG200A</td>
<td>WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)</td>
</tr>
<tr>
<td>VBP075</td>
<td>APPLY THE FUNDAMENTALS OF NUTRITION</td>
</tr>
<tr>
<td>PMASUP390A</td>
<td>USE STRUCTURED PROBLEM SOLVING TOOLS</td>
</tr>
<tr>
<td>VBP076</td>
<td>APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV</td>
</tr>
<tr>
<td>VBP077</td>
<td>APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS</td>
</tr>
<tr>
<td>VBP078</td>
<td>APPLY DAIRY ENGINEERING SYSTEMS</td>
</tr>
<tr>
<td>BSSMKG501A</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
</tr>
</tbody>
</table>
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** MANUFACTURE CEREAL PRODUCTS 20
- **VBP065** APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY 40
- **VBP066** PRODUCE MARKET MILK AND RELATED PRODUCTS 50

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)**
  - **PMLTEST405A** PERFORM FOOD TESTS 100

- **Food Engineering Stream (120 hours)**
  - **VBP080** APPLY BASIC PRINCIPLES OF FOOD ENGINEERING 30
  - **VBP081** APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING 30
  - **VBP082** APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS 30
  - **VBP083** APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION 30

- **Nutrition Stream (125 hours)**
  - **VBP084** APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY 45
  - **VBP085** ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY 80

- **Dairy Technology 2 (120 hours)**
  - **VBP086** PRODUCE FROZEN DAIRY PRODUCTS 40
  - **VBP087** PRODUCE MILK FAT PRODUCTS 40
  - **VBP088** PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM 40

- **Dairy Technology 3 (160 hours)**
  - **VBP089** PRODUCE FERMENTED DAIRY PRODUCTS 80
  - **VBP090** MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS 80

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**GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE ATHLETES (SPORT, CAREERS COUNSELLOR)**

**Course Code:** 21809VIC

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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBM542</td>
<td>50</td>
</tr>
<tr>
<td>VBM543</td>
<td>50</td>
</tr>
<tr>
<td>VBU546</td>
<td>80</td>
</tr>
<tr>
<td>VBM544</td>
<td>50</td>
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</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>
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<tbody>
<tr>
<td>BSB0HS401A</td>
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<tr>
<td>BSB0HS402A</td>
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<td>BSB0HS403A</td>
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<td>BSB0HS405A</td>
<td>40</td>
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<tr>
<td>BSB0HS406A</td>
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</table>

At Least 1 of the following OHS Units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSB0HS407A</td>
<td>40</td>
</tr>
<tr>
<td>BSB0HS408A</td>
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<tr>
<td>BSB0HS409A</td>
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<tr>
<td>BSB0HS410A</td>
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<tr>
<td>BSB0HS411A</td>
<td>30</td>
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<tr>
<td>BSB0HS412A</td>
<td>40</td>
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<tr>
<td>BSB0HS413A</td>
<td>50</td>
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<tr>
<td>BSB0HS414A</td>
<td>40</td>
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<tr>
<td>BSB0HS415A</td>
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</tbody>
</table>

Elective Units of Study
A minimum of two Common Business units at Certificate IV listed below-

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSB0CM403A</td>
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Elective Units of Study anticipated to be offered by Victoria University

<table>
<thead>
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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSB0CM415A</td>
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<tr>
<td>BSB0CM417A</td>
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<tr>
<td>BSB0CM418A</td>
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<tr>
<td>BSB0CM419A</td>
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</tr>
<tr>
<td>BSB0CM420A</td>
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</tr>
<tr>
<td>BSB0FLM412A</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.
FACULTY OF WORKFORCE DEVELOPMENT

**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>Pre-Requisite Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H501A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H502A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H503A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
<tr>
<td>BSB0H504A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H505A</td>
<td>ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS</td>
<td>40</td>
</tr>
</tbody>
</table>

At least 1 of the following OHS Units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H505A</td>
<td>CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSB0H506A</td>
<td>USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING</td>
<td>60</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>Course Code: BSB61004 Advanced Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H501A</td>
<td>PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS</td>
</tr>
<tr>
<td>BSB0H502A</td>
<td>PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS</td>
</tr>
<tr>
<td>BSB0H503A</td>
<td>CONTRIBUTE TO THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS</td>
</tr>
<tr>
<td>BSB0H504A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT</td>
</tr>
<tr>
<td>BSB0H505A</td>
<td>MANAGE HAZARDS IN THE WORK ENVIRONMENT</td>
</tr>
<tr>
<td>BSB0H506A</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>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H506A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT</td>
<td>60</td>
</tr>
<tr>
<td>BSB0H507A</td>
<td>MONITOR AND FACILATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT</td>
<td>30</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY**

<table>
<thead>
<tr>
<th>Course Code: BSB61004 Advanced Diploma</th>
</tr>
</thead>
</table>

**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 of 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>Pre-Requisite Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H501A</td>
<td>PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H502A</td>
<td>PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H503A</td>
<td>CONTRIBUTE TO THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H504A</td>
<td>APPLY PRINCIPLES OF OHS RISK MANAGEMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSB0H505A</td>
<td>MANAGE HAZARDS IN THE WORK ENVIRONMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSB0H506A</td>
<td>MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT</td>
<td>60</td>
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</tbody>
</table>

**Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0H501A</td>
<td>DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H502A</td>
<td>DEVELOP OHS INFORMATION AND DATA ANALYSIS AND REPORTING AND RECORDING PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H503A</td>
<td>ANALYSE AND EVALUATE OHS RISK</td>
<td>30</td>
</tr>
<tr>
<td>BSB0H504A</td>
<td>APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK</td>
<td>60</td>
</tr>
<tr>
<td>BSB0H505A</td>
<td>APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H506A</td>
<td>DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>BSB0H507A</td>
<td>ADVISE ON APPLICATION OF SAFE DESIGN PRINCIPLES TO CONTROL OHS RISK</td>
<td>30</td>
</tr>
<tr>
<td>BSB0H508A</td>
<td>CONDUCT AN OHS AUDIT</td>
<td>30</td>
</tr>
<tr>
<td>BSB0H509A</td>
<td>EVALUATE AN ORGANISATION’S OHS PERFORMANCE</td>
<td>30</td>
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</tbody>
</table>
Units of Study
A minimum of three units of study from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from an Advanced Diploma qualification and one unit may be included from a Diploma qualification. 
NOTE: These three units may be the units not yet chosen from the list of OHS units listed above.
Units of study from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

DIPLOMA OF REMEDIAL MASSAGE (I)
Course Code: HLT50302
Campus: City King.

Career Opportunities
Join an association and work within a multidisciplinary setting work with Work Cover Clients and obtain Health Fund Rebate Status.

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

Course Objectives
The course provides the knowledge and skills required of massage therapist working in a multi disciplinary clinic, and give them the knowledge to assess injuries and their mechanisms.

The areas covered in the Diploma of Remedial Massage HLT50302 are:
- Anatomy and Physiology;
- Musculoskeletal Anatomy I and II;
- Massage 1 – Relaxation;
- Massage 2 – Therapeutic;
- Massage 3 – Sports Massage;
- Massage 4 – Relaxation Clinic;
- Communications;
- Professional Skills/Ethics;
- Infection Control;
- Therapeutic Clinic;
- Biomechanics;
- Musculoskeletal Pathology;
- Physical Assessment 1 and 2;
- Lymphatic Drainage;
- Myofascial Tension Techniques;
- Trigger Point Therapy;
- Therapeutic and Sports Clinic;
- Exercise Physiology;
- Business Skills;
- Systemic Pathology;
- Acupressure;
- Research Project;
- Integrated Therapies;
- Remedial Clinic;
- Occupational Health & Safety.

Pre Requisites
Successful completion of an introductory course in massage at Victoria University (Short Course Centre, telephone: [03] 9919 7920) or equivalent.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of a program team member that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria
Applicants are required to attend an interview.

Course Duration
The course is offered on a full-time basis over 18 months.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTCOM2A</td>
<td>DEVELOP PROFESSIONAL EXPERTISE</td>
<td>40</td>
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<tr>
<td>HLTREM2A</td>
<td>PROVIDE REMEDIAL MASSAGE TREATMENT</td>
<td>380</td>
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<tr>
<td>HLTREM3A</td>
<td>PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY</td>
<td>40</td>
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<tr>
<td>HLTREM4A</td>
<td>APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK</td>
<td>40</td>
</tr>
<tr>
<td>HLTREM5A</td>
<td>PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT</td>
<td>280</td>
</tr>
<tr>
<td>BSB20215N204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>HLTCOM4A</td>
<td>COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS</td>
<td>30</td>
</tr>
<tr>
<td>HLTCOM5A</td>
<td>ADMINISTER A PRACTICE</td>
<td>30</td>
</tr>
<tr>
<td>HLTCOM6A</td>
<td>MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE</td>
<td>40</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>HLTHIR1A</td>
<td>WORK EFFECTIVELY IN THE HEALTH INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES</td>
<td>20</td>
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<tr>
<td>HLTHN1A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>HLTREM1A</td>
<td>WORK WITHIN A MASSAGE FRAMEWORK</td>
<td>20</td>
</tr>
</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

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.

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>PMLCOM300B</td>
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</tr>
<tr>
<td>PMLOHS302A</td>
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<tr>
<td>PMLORG301A</td>
<td>130</td>
</tr>
<tr>
<td>PMLDATA200A</td>
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<td>PMLQUAL300B</td>
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<tr>
<td>PMLSAMP200A</td>
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<tr>
<td>PMLTEST200A</td>
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<tr>
<td>PMLMAIN300B</td>
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<td>PMLQUAL301B</td>
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<td>PMLTEST300B</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Units of Study</td>
<td></td>
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<tr>
<td>PMLTEST303B</td>
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<tr>
<td>PMLTEST304B</td>
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<tr>
<td>PMLTEST305B</td>
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<tr>
<td>PMLTEST306B</td>
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<tr>
<td>PMLTEST307B</td>
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<tr>
<td>PMLTEST308B</td>
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</tr>
<tr>
<td>PMLTEST310A</td>
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<td>PMLCAL400A</td>
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<td>PMLDATA400A</td>
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<td>PMLMAIN400A</td>
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<td>PMLQUAL400B</td>
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<td>PMLTEST400A</td>
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<tr>
<td>PMLTEST401A</td>
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</tr>
<tr>
<td>PMLTEST402B</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST403B</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>130</td>
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<tr>
<td>PMLTEST405A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST406A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST407A</td>
<td>130</td>
</tr>
<tr>
<td>PMLTEST408A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST410A</td>
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<td>PMLTEST411A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST412A</td>
<td>50</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 PMLTEST300 or SCIG300’ series units, a minimum of two units from the PML 200 series; a maximum of two units from the PML 400 series; and a maximum of two relevant units from other endorsed Training Packages.

Units with pre-requisites:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST304A</td>
<td>PMLTEST308A</td>
</tr>
<tr>
<td>PMLTEST307B</td>
<td>PMLTEST305B and PMLTEST308A</td>
</tr>
<tr>
<td>PMLTEST401A</td>
<td>PMLTEST305A</td>
</tr>
</tbody>
</table>
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
2 years Full-time.

Course Structure
Unit Code   Hours
Core Units of Study
PMLCOM300B COMMUNICATE WITH OTHER PEOPLE 40
PMLDATA400A PROCESS AND INTERPRET DATA 70
PMLDATA501B USE LABORATORY APPLICATION SOFTWARE 60
PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES 80
PMLTEST300A PERFORM BASIC TESTS 60
Elective Units of Study
PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE 30
PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50
PMLORG301A PERFORM BIOLOGICAL PROCEDURES 130
PMLCOM500B PERFORM ASEPTIC TECHNIQUES 40
PMLTEST301A PERFORM ASEPTIC TECHNIQUES 40
PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES 100
PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS 100
PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES 40
PMLTEST308A PERFORM MICROSCOPIC EXAMINATION 40
PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES 40
PMLCAL400A PERFORM STANDARD CALIBRATIONS 50

DIPLOMA OF LABORATORY TECHNOLOGY (I)
Course Code: PML50104

Campus: Footscray Nicholson and Werribee (part-time) campuses.

Career Opportunities
This course is suitable for people seeking employment in a laboratory setting as Technical officers, laboratory technicians, analysts etc.

Scope of Delivery
Full-time, Part-time, Flexible delivery & Distance

Course Objective
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological, environmental or pathology science laboratory setting.

Entry Requirements
Successful completion of an approved course of study at Year 12 level or equivalent, with studies in English, Biology and preferably Chemistry or be mature age and assessed as being capable of successfully completing the course.

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

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

Selection Procedures / Selection Criteria
Non-Exit VCE: Lodgement of a timely Direct Application form, to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment. Exit VCE: Through VTAC.

Course Structure
Unit Code   Hours
Core Units of Study
PMLCOM300B COMMUNICATE WITH OTHER PEOPLE 40
PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50
PMLORG301A PERFORM BIOLOGICAL PROCEDURES 130
PMLCOM500B PERFORM ASEPTIC TECHNIQUES 40
PMLDATA400A PROCESS AND INTERPRET DATA 70
PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES 80
PMLDATA500B ANALYSE DATA AND REPORT RESULTS 80
PMLDATA501B USE LABORATORY APPLICATION SOFTWARE 60
*= prerequisite PMLDATA400A – Process and interpret data
The document is a part of a curriculum for a course offered by a faculty of workforce development. It details the course structure, including units of study for different streams, and provides information about the course objectives, entry requirements, and duration. The text is also integrated with a table that lists the units of study, their codes, and the corresponding hours. Additionally, there are brief descriptions of other courses and programs, including a certificate in conservation and land management, with details on course code, campus, career opportunities, scope of delivery, course objectives, and course duration. The text also includes notes on the recognition of prior learning and the selection procedures. The table is as follows:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST305A</td>
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<td>PMLTEST402B</td>
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<td>PMLTEST513A</td>
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<tr>
<td>PMLTEST524A</td>
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<tr>
<td>PMLTEST305B</td>
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<td>PMLTEST308A</td>
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</tr>
<tr>
<td>PMLTEST402B</td>
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<td>PMLTEST404A</td>
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<tr>
<td>PMLTEST407A</td>
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<tr>
<td>PMLTEST412A</td>
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<td>PMLTEST524A</td>
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</tr>
</tbody>
</table>

Elective Units of Study
Twelve as listed in the Laboratory Operations Training Package PML04.
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A WORK IN THE ANIMAL CARE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>RUV2103A ASSISTS WITH GENERAL ANIMAL CARE</td>
<td>80</td>
</tr>
<tr>
<td>RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2106A ASSIST WITH FOOD PREPARATION</td>
<td>20</td>
</tr>
<tr>
<td>RUV2107A PROVIDE BASIC FIRST AID FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2108A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE</td>
<td>30</td>
</tr>
<tr>
<td>RUV2401A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>RUV2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES</td>
<td>30</td>
</tr>
<tr>
<td>RUV2602A CARRY OUT DAILY CLINIC ROUTINES</td>
<td>40</td>
</tr>
<tr>
<td>RUV2603A ASSIST WITH SURGERY PREPARATIONS</td>
<td>40</td>
</tr>
<tr>
<td>RTC2704A PROVIDE BASIC FIRST AID</td>
<td>10</td>
</tr>
</tbody>
</table>

A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:

- 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLTEST305B</td>
<td>40</td>
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<tr>
<td>RUV2104A</td>
<td>30</td>
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<tr>
<td>RUV2105A</td>
<td>20</td>
</tr>
<tr>
<td>RUV3301A</td>
<td>40</td>
</tr>
<tr>
<td>RUV3302A</td>
<td>40</td>
</tr>
<tr>
<td>RUV3303A</td>
<td>50</td>
</tr>
<tr>
<td>RUV3304A</td>
<td>40</td>
</tr>
<tr>
<td>RUV3305A</td>
<td>30</td>
</tr>
<tr>
<td>RUV3306A</td>
<td>50</td>
</tr>
<tr>
<td>RUV3307A</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:

- PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE
- PMLTEST300B PERFORM BASIC TESTS
- PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES
- PMLTEST303B PREPARE WORKING SOLUTIONS
- RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT
- RUV2603A ASSIST WITH SURGERY PREPARATIONS

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

<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>RUV2101A</td>
<td>20</td>
</tr>
<tr>
<td>RUV2102A</td>
<td>40</td>
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<tr>
<td>RUV2103A</td>
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<tr>
<td>RUV2104A</td>
<td>30</td>
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<tr>
<td>RUV2105A</td>
<td>20</td>
</tr>
<tr>
<td>RUV2107A</td>
<td>30</td>
</tr>
<tr>
<td>RUV3101A</td>
<td>50</td>
</tr>
<tr>
<td>RUV3503A</td>
<td>40</td>
</tr>
<tr>
<td>RUV3504A</td>
<td>60</td>
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</tbody>
</table>
Unit Code | Elective Units of Study | Hours
----------|-----------------------|------
RUV3501A | PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE | 50
RUV3502A | PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS | 30
RUV3505A | PROVIDE ENRICHMENT FOR COMPANION ANIMALS | 30
RUV3506A | CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS | 30
RUV3507A | CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES | 50
RUV3508A | PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING | 40
RUV3509A | MAINTAIN AQUASCAPES AND AQUATIC ANIMALS | 30

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 VETERINARY NURSING
Course Code: RUV40404

Campus: Werribee Campus.
Career Opportunities
Veterinary Nurse
Scope of Delivery
Continuing Students only.
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 | Unit of Study Code Hours
----------|---------------------------|------
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
RUV4601A | COORDINATE PATIENT ADMISSION AND DISCHARGE | 40
RUV4602A | APPLY RADIOGRAPH ROUTINES | 70
RUV4603A | PERFORM CLINIC PATHOLOGY PROCEDURES | 70
RUV4604A | PERFORM CLINIC OFFICE PROCEDURES | 30
RUV4605A | CARRY OUT SURGICAL NURSING ROUTINES | 80
RUV4606A | NURSE ANIMALS | 80
RUV4607A | CARRY OUT MEDICAL NURSING ROUTINES | 30
RUV4608A | COORDINATE AND PERFORM THEATRE ROUTINES | 40
RUV4609A | PROVIDE SPECIFIC ANIMAL CARE ADVICE | 120
RUV4610A | CARRY OUT VETERINARY DENTAL NURSING PROCEDURES | 40

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
RUV4611A | PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS | 50
RUV4612A | COORDINATE CLINIC PROMOTIONAL ACTIVITIES | 50
RUV4613A | DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES | 50

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.
FACULTY OF WORKFORCE DEVELOPMENT

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

<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>RUV2104A</td>
<td>30</td>
</tr>
<tr>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td></td>
</tr>
<tr>
<td>RUV2105A</td>
<td>20</td>
</tr>
<tr>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td></td>
</tr>
<tr>
<td>RUV3301A</td>
<td>40</td>
</tr>
<tr>
<td>CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES</td>
<td></td>
</tr>
<tr>
<td>RUV3302A</td>
<td>40</td>
</tr>
<tr>
<td>CONDUCT EUTHANASIA OF RESEARCH ANIMALS</td>
<td></td>
</tr>
<tr>
<td>RUV3303A</td>
<td>50</td>
</tr>
<tr>
<td>MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING</td>
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<tr>
<td>RUV3304A</td>
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<tr>
<td>PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS</td>
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<tr>
<td>RUV3305A</td>
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<tr>
<td>CARRY OUT SIMPLE BREEDING PROCEDURES</td>
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<tr>
<td>RUV3306A</td>
<td>50</td>
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<tr>
<td>WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION</td>
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<tr>
<td>RUV3307A</td>
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<tr>
<td>PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS</td>
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<tr>
<td>RUV5301A</td>
<td>40</td>
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<tr>
<td>CARRY OUT BREEDING PROCEDURES</td>
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</tr>
<tr>
<td>RUV5302A</td>
<td>80</td>
</tr>
<tr>
<td>CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL</td>
<td></td>
</tr>
<tr>
<td>RUV5303A</td>
<td>40</td>
</tr>
<tr>
<td>MANAGE NUTRITION OF RESEARCH ANIMALS</td>
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</tr>
<tr>
<td>RUV5304A</td>
<td>20</td>
</tr>
<tr>
<td>MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY</td>
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</tr>
<tr>
<td>RUV5305A</td>
<td>80</td>
</tr>
<tr>
<td>MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS</td>
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</tr>
<tr>
<td>RUV5306A</td>
<td>60</td>
</tr>
<tr>
<td>PLAN AN ANIMAL TECHNOLOGY FACILITY</td>
<td></td>
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<tr>
<td>RUV5307A</td>
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</tr>
<tr>
<td>MANAGE LABORATORY PROCEDURES</td>
<td></td>
</tr>
<tr>
<td>RUV5308A</td>
<td>60</td>
</tr>
<tr>
<td>ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES</td>
<td></td>
</tr>
<tr>
<td>BSBSBM407A</td>
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</tr>
<tr>
<td>MANAGE A SMALL TEAM</td>
<td></td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PROCESS AND RECORD DATA</td>
<td></td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PERFORM ASEPTIC TECHNIQUES</td>
<td></td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of two units, selected by the student, with the approval of the Head of Department relevant to the Animal Technology sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.

CERTIFICATE II IN COMMUNITY RECREATION (NO NEW INTAKE – CONTINUING STUDENTS ONLY)

Course Code: SRC20201

Campus: Footscray Park

Career Opportunities
A Community Recreation assistant

Scope of Delivery
Part-time

Course Objective
To obtain the skills to work with clients in a Community Recreation setting.

Entry Requirements
This course is currently only offered through a VET in Schools program. To undertake a qualified student must be enrolled in a VCE program.

Course Duration
full-time basis over 290 nominal hours or part-time equivalent.

Course Structure

<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>PUXEMEO01A</td>
<td>10</td>
</tr>
<tr>
<td>PROVIDE EMERGENCY CARE</td>
<td></td>
</tr>
<tr>
<td>SRXEME002A</td>
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</tr>
<tr>
<td>PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES</td>
<td></td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>10</td>
</tr>
<tr>
<td>RECEIVE AND PASS ON INFORMATION TO FACILATE EFFECTIVE ROUTINE COMMUNICATION</td>
<td></td>
</tr>
<tr>
<td>SRXCL002A</td>
<td>10</td>
</tr>
<tr>
<td>DELIVER SERVICE TO CLIENTS</td>
<td></td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
</tr>
<tr>
<td>DEVELOP AND IMPLEMENT A CAREER PATH</td>
<td></td>
</tr>
<tr>
<td>SRXOH501A</td>
<td>10</td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>SRXOGR002A</td>
<td>10</td>
</tr>
<tr>
<td>WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION</td>
<td></td>
</tr>
<tr>
<td>SRXTCE002A</td>
<td>10</td>
</tr>
<tr>
<td>OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS</td>
<td></td>
</tr>
<tr>
<td>SRXCA002A</td>
<td>8</td>
</tr>
<tr>
<td>ASSIST IN CONDUCTING A SPORT AND RECREATION SESSION FOR CLIENTS;</td>
<td></td>
</tr>
<tr>
<td>SRCCRD002A</td>
<td>15</td>
</tr>
<tr>
<td>APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK</td>
<td></td>
</tr>
<tr>
<td>SRCCRO002A</td>
<td>20</td>
</tr>
<tr>
<td>RESPOND TO CLIENTS AT RISK</td>
<td></td>
</tr>
<tr>
<td>SRCCRO003A</td>
<td>10</td>
</tr>
<tr>
<td>APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING</td>
<td></td>
</tr>
<tr>
<td>SRXCA 001A</td>
<td></td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
<tr>
<td>SUPPORT THE WORK OF A TEAM</td>
<td></td>
</tr>
</tbody>
</table>
Elective Units of Study
Units together totalling three, selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in–
• Qualifications Framework for the National Community Recreation Industry Training Package SRC01 (Version 1.00, January 2001); and
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
• any industry training package, endorsed by the Australian National Training Authority, related to the recreation industry.

CERTIFICATE 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
Unit Code   Unit Name   Hours
Core Units of Study
All 5 units
BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXJUN001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOH001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
Stream Units of Study
All 5 units
SRCCRD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK 15
SRCCRO002B RESPOND TO CLIENTS AT RISK 15
SRCCRO003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING 10
SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCAI002B 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.

CERTIFICATE III IN COMMUNITY RECREATION (NO NEW INTAKE – CONTINUING STUDENTS ONLY)
Course Code: SRC30201
Campus: Footscray Park Campus
Career Opportunities
Customer service role in an aquatic or recreation centre.
Scope of Delivery
Full-time, Part-time
Course Objective
The course aims to provide training for people in a customer service role of an aquatic or recreation centre.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Full-time basis over 744 nominal hours or part-time equivalent.
Course Structure
(a) Core Units of Study (159 nominal hours)
SRXCL003A Coordinate interaction with clients
SRXCE003A Collect and provide information to facilitate Communication flow
SRXEME003A Respond to emergency situations
SRXWD003A Apply sport and recreation law
SRXIND004A Establish and maintain an effective industry network
SRXOR003A Coordinate work and work priorities in a sport and recreation organisation
SRXSTR001A Undertake risk analysis of activities
SRXTEC003A Design, develop and produce documents, reports and worksheets using advanced functions
SRXTEM003A Work autonomously
SRXTEM004A Deal with conflict
SRCCRD002A Apply principles of community development to community recreation work
SRCCRD003A Promote access, equity and diversity in community recreation
SRCCRO004A Work within a budget for a recreation initiative or program
SRXGPR001A Facilitate a group
SRXFAC001A Maintain equipment for activities
SRXRES001A Educate the public on the safe use of a sport and recreational resource; and
FACULTY OF WORKFORCE DEVELOPMENT

(b) ten units (together totalling 585 nominal hours) selected by the student, with the approval of the Head of Department, comprising –

(i) a minimum of five units, at Australian Qualifications Framework Level III, from any sport and recreation training package endorsed by the Australian National Training Authority, and

(ii) a maximum of five units, at Australian Qualifications Framework Level III, from any other relevant industry training package endorsed by the Australian National Training Authority.

CERTIFICATE IV 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BSBCM302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
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<tr>
<td>BSBFLM303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
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<tr>
<td>ICATUO06C</td>
<td>OPERATE COMPUTING PACKAGES</td>
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<tr>
<td>SRXFAD002A</td>
<td>PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
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<tr>
<td>SRXGCT003A</td>
<td>PROCESS CLIENT COMPLAINTS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
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<tr>
<td>SRXOH5001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
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<tr>
<td>SRXRK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
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<tr>
<td>SRCAQU003B</td>
<td>RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES</td>
<td>10</td>
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<tr>
<td>SRCAQU006B</td>
<td>SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT</td>
<td>15</td>
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<tr>
<td>SRCAQU007B</td>
<td>RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES</td>
<td>15</td>
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<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXFA001B</td>
<td>MAINTAIN EQUIPMENT OF ACTIVITIES</td>
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<tr>
<td>SRXGR001A</td>
<td>FACILITATE A GROUP</td>
<td>8</td>
</tr>
<tr>
<td>SRXRES001B</td>
<td>EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE</td>
<td>12</td>
</tr>
<tr>
<td>SRCCRD003B</td>
<td>PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION</td>
<td>20</td>
</tr>
<tr>
<td>SRCCRO004B</td>
<td>WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM</td>
<td>10</td>
</tr>
<tr>
<td>SRXCA004B</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
<td>8</td>
</tr>
<tr>
<td>SRXGR001A</td>
<td>FACILITATE A GROUP</td>
<td>8</td>
</tr>
</tbody>
</table>

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 School, drawn from the Outdoor Recreation Training Package SRO03 (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 SRS03 (Version 2) Training Package endorsed by the Australian National Training Authority.

CERTIFICATE III IN COMMUNITY RECREATION
Course Code: SRC30201
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
- SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
- SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
- BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
- SRXINU002A APPLY SPORT AND RECREATION LAW 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

Core Units of Study
All 9 units
- ICATUO06C OPERATE COMPUTING PACKAGES 60
- SRXGCS005A ADDRESS CLIENT NEEDS 10
- SRXGCS006A 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
- SRXGCS008A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
- SRXGCS009A CONDUCT PROJECTS 15
- SRXGCS010A IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 22
- SRXGCS011A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
All 7 units
- SRRS001A DEVELOP RECREATION 20
- SRRS002A PROMOTE ACCESS, EQUITY AND DIVERISTY IN COMMUNITY RECREATION 20
- SRRS003A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS 20
- SRRS004A DEVELOP A BUDGET FOR A RECREATION INITIATIVE 20
- SRRS005A COORDINATE EMERGENCY RESPONSE 20
- SRRS006A PROVIDE LEADERSHIP TO GROUPS 18
- SRRS007A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35

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 II IN FITNESS (NO NEW INTAKE - CONTINUING STUDENTS ONLY) (I)

Course Code: SRF20201
Campus: Footscray Park Campus
Career Opportunities
Fitness Instructor
Scope of Delivery
Full-time or part-time
Course Objective
The course aims to provide students with a pathway to further study and to enable them to gain employment in the fitness industry.
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 2.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
Full-time basis over at least 327 nominal hours or part-time equivalent.
Course Structure

Elective Units of Study
seven units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in –
- Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001);
- any industry training package, endorsed by the Australian National Training Authority, related to the fitness industry.
CERTIFICATE III IN FITNESS (NO NEW INTAKE – CONTINUING STUDENTS ONLY) (I)

Course Code: SRF30201

Campus: Footscray Park Campus

Career Opportunities
Aerobic, fitness or aquatic instructor

Scope of Delivery
Full-time, Part-time

Course Objective
The course aims to provide training for those employed, or seeking employment, as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study at 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
Full-time basis over at least 489 nominal hours or part-time equivalent.

Course Structure
(a) Core Units of Study (213 nominal hours)

SRXCLS003A Coordinate interaction with clients
SRXCOM003A Collect and provide information to facilitate communication flow
SRXEME003A Respond to emergency situations
SRXIND003A Apply sport and recreation law
SRXIND004A Establish and maintain an effective industry network
SRXORG003A Coordinate work and work priorities in a sport and recreation organisation
SRXRIS001A Undertake risk analysis of activities
SRXTEM003A Design, develop and produce documents, reports and worksheets using advanced functions

(b) One unit selected by the student, with the approval of the Head of School, from –

SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS 20
SRFAQ001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION 65
SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20

Elective Units of Study
Four 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 –

• Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001);
• any industry training package, endorsed by the Australian National Training Authority, related to the fitness industry.

CERTIFICATE III IN FITNESS (I)

Course Code: SRF30204 Please note this is a full fee course.

Campus: Footscray Park.

Career Opportunities
Fitness Instructor.

Scope of Delivery
Full-time

Course Objective
The course provides students with the practical skills and knowledge to become a registered Fitness Instructor.

Entry Requirements
To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience.

Course Duration
Duration of the course is one semester full-time (18 weeks).

Selection Procedures/ Selection Criteria
You must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.

Course Structure
Unit Code

BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCM305A ORGANISE WORKPLACE INFORMATION 30
BSBCM312A SUPPORT INNOVATION AND CHANGE 40
SCHOOL OF SPORTS AND SCIENCE

Unit Code   Hours
BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES 30
BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCSO04A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20

Stream Units of Study
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
SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
SRXGRO003A PROVIDE LEADERSHIP TO GROUPS 18

Elective Units of Study
Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the –
• Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
• Any other nationally endorsed Industry Training Package related to the industry.

COURSE FEES: – $1,300

CERTIFICATE III IN FITNESS (I)
Course Code: SRF30206 Please note this is a full fee course.

Campus: Footscray Park.
Career Opportunities
Fitness Instructor.

Scope of Delivery
Full-time; 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.

Course Structure
Unit Code   Hours
Core units of study
All 9 Units
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
SRXGCSO04A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXRK001A 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

Stream Units of Study
All 10 units
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
SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
SRXGRO003A PROVIDE LEADERSHIP TO GROUPS 18

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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 (NO NEW INTAKE – CONTINUING STUDENTS ONLY) (I)

Course Code: SRF40201

Campus: Footscray Park Campus

Career Opportunities
Aerobic, fitness or aquatic instructor.

Scope of Delivery
Full-time, Part-time

Course Objective
The course aims to provide advanced training for those employed, or seeking employment, as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed year 12 or demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study at Australian Qualifications Framework Level 5.

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

Course Duration
Full-time basis over at least 743 nominal hours or part-time equivalent.

Course Structure
(a) Core Units (232 nominal hours)
SRXCLSO04A Provide advice in order to meet current and anticipated client requirements
SRXCWMO04A Source and present information in response to requests
SRXOHSS002A Implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards
SRXORG004A Plan, allocate and evaluate work carried out by teams, individuals and self
SRXORG005A Participate in the meeting process
SRXORG006A Conduct projects
SRXTEC004A Assist with analysis and use of emerging technology
SRXTEN005A Lead, manage and develop work teams
SRFFIT007A Undertake advanced exercise planning and programming
SRFFIT008A Utilise a broad knowledge of exercise science in exercise planning, programming and instruction
SRFFIT009A Undertake postural screening and appraisal
SRFFIT010A Utilise a broad range of fitness equipment
SRFFIT011A Provide exercise for fitness industry clients with special requirements
SRFFIT012A Utilise an understanding of motivational psychology with fitness clients
SRXCAI006A Organise a sport and recreation program
SRXCAI007A Conduct a sport and recreation program
SRXGRP002A Provide leadership to groups;
(b) one unit selected by the student, with the approval of the Head of Department, from –
Unit Code   Hours
SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS 30
SRFPT001A PLAN AND DELIVER PERSONAL TRAINING 30
SRFSPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS 30

Elective Units of Study
four 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 –
• Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
• Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001);
• any industry training package, endorsed by the Australian National Training Authority, related to the fitness industry.

CERTIFICATE IV IN FITNESS (I)

Course Code: SRF40204

Campus: Footscray Park Campus (TAFE Fees Apply).

Career Opportunities
When you graduate you will be qualified to work as a Personal Trainer, Aerobic, Fitness or Aquatic Instructor.

Scope of Delivery
Full-time.

Course Objective
The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor.

Entry Requirements
You must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that you possess the necessary skills and knowledge to undertake formal study. You must have also completed Certificate III Fitness or equivalent.

Course Duration
This qualification is one semester full time (18 weeks).

Course Structure
Unit Code   Hours
Pre-requisite Units of Study
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU002A APPLY SPORT AND RECREATION LAW 10
BSBCM001A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXOHSS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
### Unit Code and Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAITU012C</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
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<tr>
<td>SRFFIT001B</td>
<td>PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM</td>
<td>15</td>
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<tr>
<td>SRFFIT002B</td>
<td>UNDERTAKE CLIENT INDUCTION AND SCREENING</td>
<td>10</td>
</tr>
<tr>
<td>SRFFIT044B</td>
<td>DEVELOP BASIC FITNESS PROGRAMS</td>
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<tr>
<td>SRFFIT005B</td>
<td>APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION</td>
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<tr>
<td>SRFFIT006B</td>
<td>USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT</td>
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<tr>
<td>SRFFIT014A</td>
<td>PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY</td>
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<td>SRFFIT015A</td>
<td>PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
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<td>SRFGYM001B</td>
<td>INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT</td>
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<td>SRFP002A</td>
<td>DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY</td>
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<td>SRXGRO003A</td>
<td>PROVIDE LEADERSHIP TO GROUPS</td>
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### Core Units of Study

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BSBM402A</td>
<td>DEVELOP WORK PRIORITIES</td>
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<tr>
<td>BSBM403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
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<tr>
<td>BSBM404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
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<tr>
<td>BSBM405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<td>BSBM412A</td>
<td>PROVIDE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
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<tr>
<td>BSBM413A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENT POLICIES</td>
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<tr>
<td>BSBM401A</td>
<td>ADDRESS CLIENT NEEDS</td>
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<tr>
<td>SRXGCS005A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
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<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND</td>
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<tr>
<td></td>
<td>RECREATION INDUSTRY</td>
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<tr>
<td>SRXGCS007A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
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<tr>
<td>SRXGCS008A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY</td>
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<td></td>
<td>POLICIES, PROCEDURES AND PROGRAMS</td>
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<tr>
<td>SRXGCS009A</td>
<td>PROVIDE LEASED RETURN AND USE OF EMERGING TECHNOLOGY</td>
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### Stream Units of Study

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<td>UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING</td>
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<tr>
<td>SRFFIT008B</td>
<td>UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING</td>
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<td>AND INSTRUCTION</td>
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<tr>
<td>SRFFIT009B</td>
<td>UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS</td>
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<tr>
<td>SRFFIT010B</td>
<td>UTILISE A BROAD RANGE OF FITNESS EQUIPMENT</td>
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<tr>
<td>SRFFIT011B</td>
<td>PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS</td>
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<tr>
<td>SRFFIT012B</td>
<td>PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION</td>
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### Specialisation Elective Units of Study

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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SRFORD001A</td>
<td>PLAN AND DELIVER EXERCISE FOR OLDER ADULTS</td>
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<tr>
<td>SRFFIT001A</td>
<td>PLAN AND DELIVER PERSONAL TRAINING</td>
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<tr>
<td>SRFFIT002A</td>
<td>PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS</td>
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<tr>
<td>SRFFIT003B</td>
<td>INSTRUCT WATER BASED ACTIVITIES FOR MODERATE RISK CLIENTS AND SPECIFIC SAFETY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPECIFIC FITNESS NEEDS</td>
<td>10</td>
</tr>
</tbody>
</table>

### Elective Units of Study

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the –

- Qualifications Framework for the National Fitness Industry Training Package SRF01 (Version 1.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- Any other nationally endorsed Industry Training Package related to the industry.

### Certificate 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**

**Unit Code and Hours**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBM301A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
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<td>BSBM302A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
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<td>BSBM303A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
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<tr>
<td>BSBM304A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>BSBM305A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
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</table>
### FACULTY OF WORKFORCE DEVELOPMENT

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<td>ICAITU006C</td>
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#### Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
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<td>SRFFIT010B</td>
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<td>SRFFIT013B</td>
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### Choose one Specialisation Units of Study listed below

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<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>SRFAQA002B</td>
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<td>SRFCHA001A</td>
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<td>SRFPTI001B</td>
<td>20</td>
</tr>
<tr>
<td>SRFOLD001B</td>
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</tbody>
</table>

### 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:** SRF50204

**Campus:** Footscray Park Campus (TAFE Fees Apply).

**Career Opportunities**

Fitness Specialist/ Manager of a Fitness Centre.

**Scope of Delivery**

Full-time.

**Course Objective**

The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.

**Entry Requirements**

Successful completion of Certificate IV in Fitness SRF40204 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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>SRXRIK001A</td>
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<td>SRFFIT007B</td>
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<tr>
<td>Unit Code</td>
<td>Course Title</td>
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<tr>
<td>------------</td>
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</tr>
<tr>
<td>SRFFIT001B</td>
<td>PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM</td>
</tr>
<tr>
<td>SRFFIT003B</td>
<td>UNDERTAKE CLIENT INDUCTION AND SCREENING</td>
</tr>
<tr>
<td>SRFFIT004B</td>
<td>DEVELOP BASIC FITNESS PROGRAMS</td>
</tr>
<tr>
<td>SRFFIT005B</td>
<td>APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION</td>
</tr>
<tr>
<td>SRFFIT006B</td>
<td>USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT</td>
</tr>
<tr>
<td>SRFIT014A</td>
<td>PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY</td>
</tr>
<tr>
<td>SRFGYM001B</td>
<td>INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT</td>
</tr>
<tr>
<td>SRFSP002A</td>
<td>DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY</td>
</tr>
<tr>
<td>SXRGR0003A</td>
<td>PROVIDE LEADERSHIP TO GROUPS</td>
</tr>
<tr>
<td>SRFIT008B</td>
<td>PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY</td>
</tr>
<tr>
<td>SRFIT009B</td>
<td>PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
</tr>
<tr>
<td>SRFIT011B</td>
<td>PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
</tr>
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<td>SRFIT012B</td>
<td>PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
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<td>SRFIT013B</td>
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<td>SRFIT014A</td>
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<td>Core Units of Study</td>
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<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>BSBMT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
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<tr>
<td>BSBMT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
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<td>BSBMT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
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<td>SXRGCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
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<td>SXRINU006A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
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<tr>
<td>SXRQGN002A</td>
<td>MANAGE PROJECTS</td>
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<tr>
<td>SXRHS003B</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM</td>
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<tr>
<td>SXRHR002A</td>
<td>MANAGE AN ORGANISATION'S RISK</td>
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<tr>
<td>Specialisation Units of Study</td>
<td></td>
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<tr>
<td>SRFAN001A</td>
<td>MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE</td>
</tr>
<tr>
<td>SRFAN002A</td>
<td>RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS</td>
</tr>
<tr>
<td>SRFIT016A</td>
<td>APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS</td>
</tr>
<tr>
<td>SRFIT017A</td>
<td>PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
</tr>
<tr>
<td>SRFIT018A</td>
<td>APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS</td>
</tr>
<tr>
<td>SRFSP001A</td>
<td>PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS</td>
</tr>
<tr>
<td>SRFSP002A</td>
<td>PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS</td>
</tr>
<tr>
<td>SRFSP003A</td>
<td>PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS</td>
</tr>
<tr>
<td>SRFSP004A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS</td>
</tr>
<tr>
<td>SRFSP005A</td>
<td>PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY</td>
</tr>
<tr>
<td>SRFSP006A</td>
<td>PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION</td>
</tr>
<tr>
<td>SRFSP007A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY IMPAIRMENT</td>
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<td>SRFIT008A</td>
<td>PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME</td>
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<td>SRFIT009A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS</td>
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<td>SRFIT010A</td>
<td>PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT</td>
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</tbody>
</table>

**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

### Unit Code

<table>
<thead>
<tr>
<th>Pre-Requisite Units of Study for stream units</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SRXOHS001B IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
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<td>SRXRik001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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<td>SRXRik002A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
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<tr>
<td>SRFfit001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM</td>
<td>15</td>
</tr>
<tr>
<td>SRFfit003B UNDERTAKE CLIENT INDUCTION AND SCREENING</td>
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<td>SRFfit004B DEVELOP BASIC FITNESS PROGRAMS</td>
<td>20</td>
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<tr>
<td>SRFfit005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION</td>
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<tr>
<td>SRFfit006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT</td>
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<tr>
<td>SRFfit014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS</td>
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<tr>
<td>SRFfit015B DETERMINE NEEDS OF CLIENT POPULATIONS</td>
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<tr>
<td>SRFfit016B APPLY INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS</td>
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<tr>
<td>SRFfit017B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION</td>
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### Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
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<tr>
<td>ICAITU126B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
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<td>SRXGCS007A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SRXGNO002A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SRXOHS003B</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM</td>
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<tr>
<td>SRFCHAO01A</td>
<td>PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS</td>
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### Stream Units of Study

<table>
<thead>
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<tbody>
<tr>
<td>SRFahn001A</td>
<td>MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE</td>
</tr>
<tr>
<td>SRFahn002A</td>
<td>RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS</td>
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<tr>
<td>SRFfit016A</td>
<td>APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS</td>
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<td>PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME</td>
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<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS</td>
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<td>SRFSP010A</td>
<td>PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT</td>
</tr>
</tbody>
</table>

### 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: SRO20103

Campus: Footscray Park Campus
Career Opportunities
Further study, educational component of sport traineeship
Scope of Delivery
This course is only offered as a traineeship or as VET in schools.
Course Objective
This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of 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.
Selection Procedures/Selection Criteria
Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.
Course Duration
The course may be offered on a part-time basis over 1 year (508 nominal hours). This course is also available as a traineeship.

Course Structure
Unit Code   Hours
Core Units of Study
BSBCM201A  WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 20
BSBCM202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
BSBCM203A  COMMUNICATE IN THE WORKPLACE 40
BSBCM204A  WORK EFFECTIVELY WITH OTHERS 15
BSBCM210A  IMPLEMENT IMPROVED WORK PRACTICES 30
BSBCM215A  PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES 20
ICAITU006A  OPERATE COMPUTING PACKAGES 60
SRXFAD001A  PROVIDE FIRST AID 10
SRXGS002A  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

Specialisation Streams
A minimum of one Certificate II in Sport and Recreation (SRO20103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.
• Amenity Horticulture;
• Hospitality;
• General Administration;
• Retail.

Elective Units of Study
A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level I, II or III, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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
Unit Code   Hours
Core Units of Study
All 5 units
BSBCM202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A  PROVIDE FIRST AID 10
SRXGS002A  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

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: SRO20203
Campus: Footscray Park Campus
Career Opportunities
Outdoor Education Assistant in specialised areas of outdoor recreation.
Scope of Delivery
Part-time.
Course Objective
The skills to work with clients in an Outdoor Recreation setting.
Entry Requirements
N/A
Course Duration
2 years Part-time.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM201A</td>
<td>EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>BSBCM202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
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<tr>
<td>BSBCM203A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
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<tr>
<td>BSBCM204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
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<tr>
<td>BSBCM205A</td>
<td>IMPLEMENT IMPROVED WORK PRACTICES</td>
<td>30</td>
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<tr>
<td>BSBCM215A</td>
<td>PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES</td>
<td>20</td>
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<tr>
<td>ICAITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
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</tr>
<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCSO02A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>SRXOH001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIESAND PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units of Study
(a) General Specialisation Units of Study
A minimum of two specialisations (one of which must be an activity specialisation) from the Activity Specialisations listed in the Outdoor Recreation Training Package (SRO03) (V1.00)
(b) Elective Units of Study
A minimum of seven elective units of competency 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 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
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<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
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<tr>
<td>SRXGCSO02A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>SRXOH001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIESAND PROCEDURES</td>
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Stream Units of Study
All 3 units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Specialisation Units of Study</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SROR001A</td>
<td>APPLY BASIC OUTDOOR RECREATION LOGISTICS</td>
<td>10</td>
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<tr>
<td>SROR004A</td>
<td>ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS</td>
<td>15</td>
</tr>
<tr>
<td>SROR001B</td>
<td>IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES</td>
<td>10</td>
</tr>
</tbody>
</table>

Specialisation Units of Study
Select two, one of which must be an activity specialisation from specialisation from those specified in the SRO03 version 2 Training Package:
- Abseiling – natural surface; Bushwalking; Canoeing; Caving; Climbing – artificial surface; clogging – 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 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: SRO30103

Campus: Footscray Park Campus and Industry based.

Career Opportunities
Further study

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.

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
BSBCCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
BSBCCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBCCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCCMN305A ORGANISE WORKPLACE INFORMATION 30
BSBCCMN312A SUPPORT INNOVATION AND CHANGE 40
BSBCCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES 30
BSBFML303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCS103A PROCESS CLIENT COMPLAINTS 20
SRXRKIK001A 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 II in Sport and Recreation SRO20103 specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- 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 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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
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<tr>
<td>BSBFLM302A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<tr>
<td>ICAITU006C OPERATE COMPUTING PACKAGES</td>
<td>60</td>
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</tr>
<tr>
<td>SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXGCS003A PROCESS CLIENT COMPLAINTS</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXINU002A APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>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</td>
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<td></td>
</tr>
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</table>

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   Hours
Core Units of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
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<tr>
<td>BSBFLM302A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<tr>
<td>ICAITU006C OPERATE COMPUTING PACKAGES</td>
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<td>SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE</td>
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<td>SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS</td>
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<td>SRXGCS003A PROCESS CLIENT COMPLAINTS</td>
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<td>SRXINU002A APPLY SPORT AND RECREATION LAW</td>
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<tr>
<td>SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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Stream Units of Study

All 7 units

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<tr>
<th>Course</th>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SROD002A PLAN OUTDOOR RECREATION ACTIVITIES</td>
<td>10</td>
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</tr>
<tr>
<td>SROD005A GUIDE OUTDOOR RECREATION SESSIONS</td>
<td>20</td>
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<tr>
<td>SROOPS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT</td>
<td>8</td>
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<tr>
<td>SROOPS003B APPLY WEATHER INFORMATION</td>
<td>15</td>
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<tr>
<td>SRXEMR01A RESPOND TO EMERGENCY SITUATIONS</td>
<td>18</td>
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</tr>
<tr>
<td>SRXGRO001A FACILITATE A GROUP</td>
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</tr>
<tr>
<td>SRXGRO002A DEAL WITH CONFLICT</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; Coxsawin – Engineering; Coxsawin – 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

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: SRO40103
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 Department 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 school. 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
Pre-requisite Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXGCS001A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS004A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SRXEV001B</td>
<td>CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE</td>
<td>12</td>
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<tr>
<td>SRXOHS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIESAND PROCEDURES</td>
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</tr>
</tbody>
</table>

Core Units of Study
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN401A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
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<tr>
<td>BSBCMN412A</td>
<td>PROMOTE INNOVATION AND CHANGE</td>
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<td>BSBCMN413A</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES</td>
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<td>BSFBLM404A</td>
<td>LEAD WORK TEAMS</td>
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<tr>
<td>SRXINU003A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
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<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXGNO001A</td>
<td>CONDUCT PROJECTS</td>
<td>15</td>
</tr>
<tr>
<td>SRXOHS002B</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>22</td>
</tr>
<tr>
<td>SRXRIK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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</tr>
<tr>
<td>SRXTCN001A</td>
<td>ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY</td>
<td>7</td>
</tr>
<tr>
<td>SRXGCS006A</td>
<td>ADDRESS CLIENT NEEDS</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS007A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
<td>20</td>
</tr>
</tbody>
</table>

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 (SRO40103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003:
- Amenity Horticulture;
- 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 any Training Package endorsed by the Australian National Training Authority.

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.
FACULTY OF WORKFORCE DEVELOPMENT

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 one year full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite Units of Study</td>
<td></td>
</tr>
<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>APPLY SPORT AND RECREATION LAW</td>
</tr>
<tr>
<td>SRXGCS004A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIESAND PROCEDURES</td>
</tr>
<tr>
<td>BSBCM301A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM302A</td>
<td>DEVELOP WORK PRIORITIES</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
</tr>
<tr>
<td>SRXGCS005A</td>
<td>ADDRESS CLIENT NEEDS</td>
</tr>
<tr>
<td>SRXGCS006A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
</tr>
<tr>
<td>SRXIN003A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
</tr>
<tr>
<td>SRXIN004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SRXIN005A</td>
<td>CONDUCT PROJECTS</td>
</tr>
<tr>
<td>SRXIN006A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
</tr>
<tr>
<td>SRXRK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
</tr>
</tbody>
</table>

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 (V2.00), 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: SRO50103

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 Department 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 781 nominal hours on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>BSBMGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
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<tr>
<td>BSBMGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
</tr>
<tr>
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</tr>
<tr>
<td>SRXIN005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SRXIN006A</td>
<td>FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY</td>
</tr>
<tr>
<td>SRXIN007A</td>
<td>MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SRXGNO002A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SRXOHS003A</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM</td>
</tr>
<tr>
<td>SRXRK002A</td>
<td>MANAGE AN ORGANISATION'S RISK</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</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>BSBCMNN001A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
</tr>
<tr>
<td>SRXINU002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>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</td>
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<tr>
<td>SRXRK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
</tr>
<tr>
<td>SRXOGN001A</td>
<td>CONDUCT PROJECTS</td>
</tr>
<tr>
<td>BSBCMNN002A</td>
<td>DEVELOP WORK PRIORITIES</td>
</tr>
<tr>
<td>SRXOHS002B</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
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<tr>
<td>BBADM502A</td>
<td>MANAGE MEETINGS</td>
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<tr>
<td>BBFLM004A</td>
<td>LEAD WORK TEAMS</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
</tr>
<tr>
<td>SRXGCS007A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SRXGCS007A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
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<tr>
<td>SRXGCS007A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SRXINU006A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
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</tr>
<tr>
<td>SRXRK002A</td>
<td>MANAGE AN ORGANISATION'S RISK</td>
</tr>
</tbody>
</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 (V2.00), 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: SRS20203

Campus: TBC
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
BSBCM301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 20
BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
BSBCM305A ORGANISE WORKPLACE INFORMATION 30
BSBCM312A SUPPORT INNOVATION AND CHANGE 40
BSBFML303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGNU002A APPLY SPORT AND RECREATION LAW 20
SRXGNU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXKII001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Specialisation Units of Study
Select one unit from those specified in the SRS03 Training Package

Elective Units of Study
Select seven units from those specified in the SRS03 Training Package

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
Unit Code   Hours
Core Units of Study
All 5 units
BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINO001A 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 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:SRS30203

Campus: Footscray Park Campus
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SRS001B</td>
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<tr>
<td>SRS002B</td>
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<td>SRS006B</td>
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<td>SRS007B</td>
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<td>SRS011B</td>
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<td>SRS013B</td>
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<tr>
<td>SRS014B</td>
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<td>BSB01A</td>
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<td>BSB02A</td>
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<td>BSB03A</td>
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<td>SEP014B</td>
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</tbody>
</table>

Elective Units of Study
Select seven units from those specified in the SRS03 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCHN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
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<tr>
<td>BSBCHN303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>SRXCHN002A</td>
<td>PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
</tr>
<tr>
<td>SRXGSO04A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXHNO002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SRXGSO04A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXHNO001A</td>
<td>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</td>
<td>10</td>
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<tr>
<td>SRXRIK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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</tbody>
</table>

Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSCOP015B</td>
<td>PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS</td>
<td>5</td>
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<tr>
<td>SRSCOP017B</td>
<td>DEVELOP SELF AWARENESS</td>
<td>5</td>
</tr>
<tr>
<td>SRSCOP018B</td>
<td>DEVELOP DEVELOPED COMMUNICATION SKILL</td>
<td>5</td>
</tr>
<tr>
<td>SRSCOP019B</td>
<td>DEVELOP A SPONSORSHIP PROPOSAL</td>
<td>10</td>
</tr>
<tr>
<td>SRSCOP020B</td>
<td>DEVELOP A PERSONAL FINANCIAL PLAN</td>
<td>5</td>
</tr>
<tr>
<td>SRSCOP021B</td>
<td>COLLECT INFORMATION ON CONTRACTS</td>
<td>5</td>
</tr>
<tr>
<td>SRSCOP022B</td>
<td>COLLECT INFORMATION ON ELITE ATHLETES</td>
<td>5</td>
</tr>
<tr>
<td>SRSCOP023B</td>
<td>DESIGN AN ATHLETE’S DIET</td>
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<tr>
<td>SRSCOP024B</td>
<td>PREPARE FOR AN OVERSEAS SPORTING EVENT</td>
<td>5</td>
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<tr>
<td>SRSCOP025B</td>
<td>PREPARE FOR AN OVERSEAS SPORTING EVENT</td>
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<tr>
<td>SRSCOP026B</td>
<td>PREPARE TO PARTICIPATE IN COMPETITION</td>
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</tbody>
</table>

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

CERTIFICATE III IN SPORT (OFFICIATING)
Course Code:SRS30403

Campus: Footscray Park Campus

Career Opportunities
Sports Official, Sports Administrator.

Scope of Delivery
full-time or part-time.

Course Objective
Provide training for the Sport industry for those who wish to work in a range of administrative, or sports officiating positions.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that 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.

Course Duration
Full-time over 517 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>BSBCHN301A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
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<tr>
<td>BSBCHN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
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<td>BSBCHN304A</td>
<td>CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING</td>
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<tr>
<td>BSBCHN305A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
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</tr>
<tr>
<td>BSBCHN312A</td>
<td>SUPPORT INNOVATION AND CHANGE</td>
<td>40</td>
</tr>
<tr>
<td>BSBCHN313A</td>
<td>MAINTAIN ENVIRONMENTAL PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU012C</td>
<td>DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU126B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>SRXCHN002A</td>
<td>PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
</tr>
<tr>
<td>SRXGSO04A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXGSO03A</td>
<td>PROCESS CLIENT COMPLAINTS</td>
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<tr>
<td>SRXHNO002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
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<tr>
<td>SRXHNO003A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
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<tr>
<td>SRXRIK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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<tr>
<td>SRSOGP001A</td>
<td>OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK</td>
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<tr>
<td>SRSOGP002A</td>
<td>APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS</td>
<td>15</td>
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<tr>
<td>SRSOGP004A</td>
<td>APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE</td>
<td>15</td>
</tr>
</tbody>
</table>
### Specialisation Units of Study

(a) A minimum of one unit chosen by the student with the approval of the Head of School from the relevant specialisation units as listed in the SRS03 Sport Industry Training Package at the Australian Qualifications Framework Certificate Level III or above.

(b) Elective Units

A minimum of four elective units chosen by the student with the approval of the Head of School, 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. All units selected must be relevant to the occupations outcome sought and should be appropriate to the Australian Qualifications Framework level.

### CERTIFICATE IV IN SPORT (DEVELOPMENT)

**Course Code:** SRS40503

**Campus:** Footscray Park Campus.

**Career Opportunities**

When you graduate you will be qualified to be a Sports Coach, Sports Official, Sports Administrator.

**Scope of Delivery**

This course is offered on a full-time basis.

**Course Objective**

This course provides training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels 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.

**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 school. 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SRSOGP005A</td>
<td>RESOLVE CONFLICT RELATED TO OFFICIATING</td>
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</tr>
<tr>
<td>SRSOGP006A</td>
<td>DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS</td>
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### Elective Units of Study

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>SRSSPT002A</td>
<td>OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER</td>
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<tr>
<td>SRSSPT005A</td>
<td>CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS</td>
<td>30</td>
</tr>
<tr>
<td>SRSSPT006A</td>
<td>ASSIST WITH THE ONGOING MANAGEMENT OF SPORT INJURIES</td>
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<tr>
<td>SRSSPT007A</td>
<td>TAPE ANKLE, THUMB AND FINGERS</td>
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</tr>
<tr>
<td>SRSSPT008A</td>
<td>IMPLEMENT STRATEGIES FOR DEALING WITH MEDICAL CONDITIONS IN A SPORT SETTING</td>
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<tr>
<td>SRXCAI002B</td>
<td>ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
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<td>SRXCAI003B</td>
<td>PROVIDE EQUIPMENT FOR ACTIVITIES</td>
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### Core Units of Study

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<th>Course Title</th>
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<td>DEVELOP WORK PRIORITIES</td>
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<tr>
<td>BSBCM0403</td>
<td>ESTABLISH BUSINESS NETWORKS</td>
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<td>BSBCM0404</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
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<tr>
<td>BSBCM0405</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
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<td>BSBCM0412</td>
<td>PROMOTE INNOVATION AND CHANGE</td>
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<td>BSBCM0413</td>
<td>IMPLEMENT AND MONITOR ENVIRONMENT POLICIES</td>
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<td>BSBCM4004</td>
<td>LEAD WORK TEAMS</td>
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<tr>
<td>SRXGCS006A</td>
<td>ADDRESS CLIENT NEEDS</td>
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<td>SRXGCS005A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
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<tr>
<td>SRXINU003A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXOHS002B</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>22</td>
</tr>
<tr>
<td>SRXRHK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>SRXTON001A</td>
<td>ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY</td>
<td>7</td>
</tr>
</tbody>
</table>

Additionally students must either complete or have completed associated pre-requisite units. Contact the department for details.

### Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSOGP001A</td>
<td>OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES</td>
<td>30</td>
</tr>
<tr>
<td>SRSOGP002A</td>
<td>INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP003A</td>
<td>IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP004A</td>
<td>PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP001A</td>
<td>RESOLVE CONFLICT RELATED TO OFFICIATING</td>
<td>25</td>
</tr>
<tr>
<td>SRSOGP002A</td>
<td>APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP003A</td>
<td>PROVIDE SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP005A</td>
<td>RESOLVE CONFLICT RELATED TO OFFICIATING</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP006A</td>
<td>DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS</td>
<td>20</td>
</tr>
<tr>
<td>SRXCAI003B</td>
<td>IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID</td>
<td>30</td>
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<tr>
<td>SRXCAI004B</td>
<td>PLAN A SESSION OR PROGRAM FOR PARTICIPANTS</td>
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</tbody>
</table>
FACULTY OF WORKFORCE DEVELOPMENT

Unit Code   Hours
SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXCAI006B  ORGANISE A SPORT AND RECREATION PROGRAM 10
SRXCAI007B  CONDUCT A SPORT AND RECREATION PROGRAM 10
SRXGR0001A FACILITATE A GROUP 8
SRXGR0002A DEAL WITH CONFLICT 10

Elective Units of Study
A minimum of eleven units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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
Unit Code   Hours
Pre-requisite Units of Study
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
BSBCMNM01A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXOHSS01B FLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
Core Units of Study
BSBCMNM02A DEVELOP WORK PRIORITIES 30
ICAITU006A OPERATE COMPUTING PACKAGES 60
SRXGCS006A ADDRESS CLIENT NEEDS 10
SRXGCT005A 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
SRXOGR001A CONDUCT PROJECTS 15
SRXOHSS02B IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 22
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
Additionaly students must either complete or have completed associated pre-requisite units. Contact the school for details.
Stream Units of Study
SRSGCP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30
SRSGCP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS 15
SRSGCP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY 15
SRSGCP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE 15
SRSGOP001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK 25
SRSGOP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS 15
SRSGOP004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE 15
SRSGOP005A RESOLVE CONFLICT RELATED TO OFFICIATING 15
SRSGOP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS 20
SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRXCA004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCA005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXCA006B ORGANISE A SPORT AND RECREATION PROGRAM 10
SRXCA007B CONDUCT A SPORT AND RECREATION PROGRAM 10
SRXGR0001A FACILITATE A GROUP 8
SRXGR0002A DEAL WITH CONFLICT 10

Elective Units of Study
A minimum of eleven units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.
DIPLOMA OF SPORT (COACHING) (NO NEW INTAKE – CONTINUING STUDENTS ONLY)

Course Code: SRS50203

Campus: Footscray Park Campus. No Intake for 2007

Career Opportunities
Golf coach or Sports Administrator

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

Course Objective
This course provides students with the practical skills and knowledge to coach golf.

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.

Course structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
</tr>
<tr>
<td>BSBMGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
</tr>
<tr>
<td>SRGGCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
</tr>
<tr>
<td>SXGICSS04A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
</tr>
<tr>
<td>SXGICSS05A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SXGICSS06A</td>
<td>FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY</td>
</tr>
<tr>
<td>SXGICSS07A</td>
<td>MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
</tr>
<tr>
<td>SXGICSS08A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SXGICSS09A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SXGICSS10A</td>
<td>MANAGE PROJECTS</td>
</tr>
<tr>
<td>SXGICSS11A</td>
<td>MANAGE AN ORGANISATION’S RISK</td>
</tr>
<tr>
<td>SRSGLF004A</td>
<td>TEACH AND/OR DEVELOP THE ADVANCED SKILLS OF GOLF</td>
</tr>
<tr>
<td>SRSGLF005A</td>
<td>TEACH AND/OR DEVELOP THE ADVANCED SKILLS OF GOLF</td>
</tr>
<tr>
<td>SRSGLF006A</td>
<td>TEACH AND/OR DEVELOP THE ADVANCED SKILLS OF GOLF</td>
</tr>
<tr>
<td>SRSGLF007A</td>
<td>UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
</tr>
<tr>
<td>SRSGLF008A</td>
<td>UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
</tr>
<tr>
<td>SRSGLF009A</td>
<td>UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
</tr>
<tr>
<td>SRSGLF010A</td>
<td>UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
</tr>
<tr>
<td>SRSGLF011A</td>
<td>UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
</tr>
<tr>
<td>SRSGLF012A</td>
<td>MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS</td>
</tr>
<tr>
<td>SRSGLF013A</td>
<td>MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS</td>
</tr>
<tr>
<td>SRSGLF014A</td>
<td>MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS</td>
</tr>
</tbody>
</table>

DIPLOMA OF SPORT (DEVELOPMENT) (I)

Course Code: SRS50503

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 School. 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<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>SRXGCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>35</td>
</tr>
<tr>
<td>SRXINU006A</td>
<td>FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY</td>
<td>25</td>
</tr>
<tr>
<td>SRXINU007A</td>
<td>MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>15</td>
</tr>
<tr>
<td>SRXGCSO01A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCSO02A</td>
<td>DEAL WITH CONFLICT</td>
<td>8</td>
</tr>
</tbody>
</table>

Elective Units of Study
A minimum of nine units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level V, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.
### Pre-requisite Units of Study for stream units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
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</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
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<tr>
<td>ICAITU128B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
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<tr>
<td>SRXGCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
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<tr>
<td>SRXGCSS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
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<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
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<tr>
<td>SRXEMR001A</td>
<td>RESPOND TO EMERGENCY SITUATIONS</td>
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</table>

### Stream Units of Study

All of the following stream units of study.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SRSCGP004A</td>
<td>PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>15</td>
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<tr>
<td>SRSCGP009A</td>
<td>WORK WITH OFFICIALS</td>
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<tr>
<td>SRSCGP010A</td>
<td>PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES</td>
<td>5</td>
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<tr>
<td>SRSCGP011A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF DRUGS</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP012A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP013A</td>
<td>MONITOR COACH WELFARE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP014A</td>
<td>IMPLEMENT RECOVERY PROGRAMS</td>
<td>25</td>
</tr>
<tr>
<td>SRSCGP007A</td>
<td>EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE</td>
<td>15</td>
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<tr>
<td>SRSCGP008A</td>
<td>MANAGE CONFLICT RELATED TO OFFICIATING</td>
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</tr>
<tr>
<td>SRSCGP009A</td>
<td>PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS</td>
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</tr>
<tr>
<td>SRSSPT003A</td>
<td>IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>SRXCA000B</td>
<td>PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM</td>
<td>20</td>
</tr>
<tr>
<td>SRXCAI010B</td>
<td>EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS</td>
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<tr>
<td>SRXGRO001A</td>
<td>FACILITATE A GROUP</td>
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</tr>
<tr>
<td>SRXGRO002A</td>
<td>DEAL WITH CONFLICT</td>
<td>10</td>
</tr>
</tbody>
</table>

**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.
Recognition of prior learning may be available based on 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 Department 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 Department to find the date relevant for the intake that you are applying for
Attend a Department 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

### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A</td>
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<tr>
<td>BSBCM213A</td>
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<tr>
<td>THHCR01B</td>
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<td>THHCR02B</td>
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<td>THHCR03B</td>
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<td>THHCS03B</td>
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<td>THHCS08B</td>
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<td>THHGA01B</td>
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<td>THHGE20B</td>
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</table>

### Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGE22A</td>
<td>60</td>
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<tr>
<td>THTFME02B</td>
<td>60</td>
</tr>
<tr>
<td>THTFME03A</td>
<td>25</td>
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<tr>
<td>THTFME04A</td>
<td>30</td>
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<td>THTFME05A</td>
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<td>THTFME06A</td>
<td>40</td>
</tr>
<tr>
<td>THTFME07A</td>
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<tr>
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</tbody>
</table>

### Elective Units of Study

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

Below are subject details for courses offered by the School of Sports and Science in 2008.

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

BSBADM502A MANAGE MEETINGS
Content: Prepare for meetings; Conduct meetings; Follow up meetings.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT
Content: Work within organisational requirements; Determine future work/career directions.
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES
Content: Organise work schedule; Complete work tasks; review work performance.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN203A COMMUNICATE IN THE WORKPLACE
Content: Gather, convey and receive information and ideas; Draft routine correspondence.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN204A WORK EFFECTIVELY WITH OTHERS
Content: Develop effective workplace relationships; Contribute to workgroup activities.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS
Content: Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES
Content: Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; participate in planning the introduction of change; Support the implementation of change.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT
Content: Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Content: Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.
Nominal Hours: 40 Hours
Assessment: Presentation, written and practical tasks, case studies, research

BSBCMN303A CONTRIBUTE TO THE EFFECTIVE WORKPLACE RELATIONSHIPS
Content: Contribute to effective workplace relationship
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING
Content: Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN305A ORGANISE WORKPLACE INFORMATION
Content: Collect and assess information; Organise information; Review information needs.
Nominal Hours: 30 Hours
Assessment: Class participation and attendance, problem solving sheets, working in small groups, class room exercises

BSBCMN312A SUPPORT INNOVATION AND CHANGE
Content: Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES
Content: Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN402A DEVELOP WORK PRIORITIES
Content: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN403A ESTABLISH BUSINESS NETWORKS
Content: Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.
Nominal Hours: 50 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION
Content: Gather and organise information; Research and analyse information; Present information.
Nominal Hours: 40 Hours
Assessment: Develop a report presenting information gathered, analysed and reviewed in relation to an organisational need

BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES
Content: This unit covers the implementation and monitoring of the organisation’s environmental policies and procedures as an integral
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part of the organisation’s business program. Those who work or who expect to work in a supervisory capacity would be advised to undertake this unit. It could also be useful for small business.

Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN421A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS

Content: This unit specifies the outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.

Nominal Hours: 40 Hours
Assessment: Competency based assessments

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

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

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

BSBOHS508A PARTICIPATE IN THE INVESTIGATION OF INCIDENTS

Content: Facilitate initial assessment of situation; Participate in the establishment of an investigation processes; Collect information and data for analysis; Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures; Compile investigation report.

Nominal Hours: 30 Hours
Assessment: Competency based assessments

BSBOHS608A CONDUCT AN OHS AUDIT

Content: Plan an OHS audit; Develop an OHS audit plan; Develop an OHS audit tool; Gather information, data and OHS records; Undertake OHS audit activities; Report on the outcomes of the OHS audit.

Nominal Hours: 30 Hours
Assessment: Competency based assessments

BSXFMI501A 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

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE

Content: Standards of management performance; Enterprise’s image; Influencing individuals and teams; Making informed decisions.

Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSXFMI506A 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

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 enquiries in accordance with organisational policy and protocol.

Nominal Hours: 75 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

CHCTCA1 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

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

FDFTECPPR4A PARTICIPATE IN PRODUCT RECALL

Content: Identify product recall situations; Participate in a product recall; Review processes to minimise the risk of recurrence.

Nominal Hours: 50 Hours
Assessment: Assignment is competency based

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE

Content: Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.

Nominal Hours: 40 Hours
Assessment: Assignment, presentation, case studies, research

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

Content: This unit covers the skills required by practitioners to establish and maintain effective communication with the client/patient throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment.

Nominal Hours: 30 Hours
Assessment: Assignment, presentation

HLTCOM5A ADMINISTER A PRACTICE

Content: Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.

Nominal Hours: 30 Hours
Assessment: Assignment, presentation

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
HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY
Content: Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation

HLTHE1A 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

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES
Content: Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, test

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 a client/patient and negotiate treatment with them.
Nominal Hours: 40 Hours
Assessment: Assignment, presentation, written and practical tests, case studies, research

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

ICAUTO06C 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

NC5015 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.

PMLCAL400A 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
Nominal Hours: need to be modified with supervisor agreement to suit changing management issues, being a safety representative or participating in access to readily available guidelines and advice. Work plans may be established routines and procedures using allocated resources with enterprise policies and procedures.

Nominal Hours: Safety committee. Their work is done in accordance with defined coaching others in participating in OHS and environmental policies.

Nominal Hours: response' approach, including the notification of appropriate enterprise personnel. Work is done in accordance with defined enterprise policies and procedures.

Nominal Hours: 40 Hours Assessment: Assignments, evacuation procedure demo, verbal questioning

Nominal Hours: 40 Hours Assessment: Assignment, diary, project report, teamwork analysis

Nominal Hours: 30 Hours Assessment: is competency based

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, Assignments, test

Nominal Hours: 50 Hours Assessment: Activity sheets, presentations, tests, journal

Nominal Hours: 50 Hours Assessment: Assignment, diary, project report, teamwork analysis

Nominal Hours: 30 Hours Assessment: As per accredited curriculum

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test

Nominal Hours: 40 Hours Assessment: Assignment

Nominal Hours: 40 Hours Assessment: Practical, research assignment, questions, tests

Nominal Hours: 40 Hours Assessment: Practical, research assignment, questions, tests

Nominal Hours: 30 Hours Assessment: As per accredited curriculum

Nominal Hours: 60 Hours Assessment: Classroom participation and submission of set activities, Assignments, test

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, assignment, report, tests

Nominal Hours: 100 Hours Assessment: tests, practical assessments, log book, practical reports

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, assignment, report, tests

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test

Nominal Hours: 80 Hours Assessment: Report, gathering and analysis of data, plan and presentation

Nominal Hours: 40 Hours Assessment: As per accredited curriculum

Nominal Hours: 60 Hours Assessment: Classroom participation and submission of set activities, Assignments, test

Nominal Hours: 60 Hours Assessment: As per accredited curriculum

Nominal Hours: 40 Hours Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test
Nominal Hours: 130 Hours
Assessment: Classroom participation and submission of set activities, assignment, report and log book, tests

PMLTEST408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING
Content: This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.
Nominal Hours: 80 Hours
Assessment: Classroom participation and submission of set activities, practical report, assignments, practical tests, theory tests

PMLTEST501B 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

PMLTEST503B 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

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES
Content: Prepare samples; Perform analytical procedures; Report and communicate test results.
Nominal Hours: 200 Hours
Assessment: Assessment is competency based

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES
Content: Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Nominal Hours: 200 Hours
Assessment: Test, assignments, report, recording and processing data

PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES
Content: This unit of competency covers the ability to analyse samples using electrophoretic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES
Content: This unit of competency covers the ability to analyse samples using routine chromatographic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum

PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES
Content: This unit of competency covers the ability to analyse samples using routine spectrometric techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

PRSS0327A PROVIDE ADVANCED FIRST AID
Content: This competency standard covers the skills and knowledge required to provide advanced first aid response. It requires the ability to recognise and respond to an emergency providing life support measures, managing the casualty and other first aiders until the arrival of medical or other assistance. The functions would be carried out under limited supervision within organisational guidelines. The unit is based on Competency "B" in the National Guidelines for Integrating First Aid Competencies into National Industry Competency Standards.
Nominal Hours: 24
Assessment: Case studies, practical skills appraisal, theory test, instruction of injury management

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

PUXEMEO01A 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: As per accredited curriculum

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**
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: 100 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

**RUV2103A 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

**RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS**
Content: Prepare for feeding; Feed and water animals; Complete the feeding and watering process.
Nominal Hours: 30 Hours
Assessment: Theory test, case studies, assignment, demonstration

**RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS**
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work-related documents; Participate in workplace meetings and discussions.
Nominal Hours: 20 Hours
Assessment: Listening skills, workplace documents folio, teamwork, presentations

**RUV2106A 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

**RUV2107A 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

**RUV2108A 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

**RUV2401A 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
**RUV2501A 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: Assignment, presentation, written and practical tasks, case studies, research

**RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES**
Content: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.
Nominal Hours: 30 Hours
Assessment: Assignments, practical exercises, tests

**RUV2602A CARRY OUT DAILY CLINIC ROUTINES**
Content: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.
Nominal Hours: 40 Hours
Assessment: Assignments, practical exercises, test

**RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES**
Content: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.
Nominal Hours: 50 Hours
Assessment: Activity sheets, presentations, tests, journal

**RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS**
Content: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.
Nominal Hours: 40 Hours
Assessment: Theory test, assignment, practical exercises

**RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING**
Content: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.
Nominal Hours: 80 Hours
Assessment: Theory tests, assignments, practical exercises

**RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES**
Content: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 30 Hours
Assessment: Tests, Assignments

**RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION**
Content: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.
Nominal Hours: 50 Hours
Assessment: Tests, assignments, presentation

**RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE**
Content: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.
Nominal Hours: 50 Hours
Assessment: Competency based assessments

**RUV3411A CARE FOR YOUNG ANIMALS**
Content: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.
Nominal Hours: 30 Hours

**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

**RUV3501A 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

**RUV3502A 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: 60 hours
Assessment: As per accredited curriculum

**RUV3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD**
Content: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.
Nominal Hours: 40 Hours
Assessment: Classwork, tests, practical work, assignment

**RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS**
Content: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.
Nominal Hours: 50 Hours
Assessment: Assignments, practical exercises, tests

**RUV3505A PROVIDE ENRICHMENT FOR COMPANION 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

**RUV3506A 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: Tests and assignments

**RUV3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES**
Content: Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 50 Hours
Assessment: Tests and assignments

**RUV3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS**
Content: Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.
Nominal Hours: 60 Hours
Assessment: Classroom participation and submission of set activities, assignment, practical work, practical reports

**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
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV4601A</td>
<td>COORDINATE PATIENT ADMISSION AND DISCHARGE</td>
<td>Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.</td>
<td>40 Hours</td>
<td>Observation of practical work, assignments, test</td>
</tr>
<tr>
<td>RUV4602A</td>
<td>APPLY RADIOGRAPH ROUTINES</td>
<td>Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.</td>
<td>70 Hours</td>
<td>Workplace assessment, assignments, worksheets, practical exercises, tests</td>
</tr>
<tr>
<td>RUV4604A</td>
<td>PERFORM CLINIC OFFICE PROCEDURES</td>
<td>Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.</td>
<td>30 Hours</td>
<td>Workplace skills log, worksheets, class activities, tests</td>
</tr>
<tr>
<td>RUV4605A</td>
<td>CARRY OUT SURGICAL NURSING ROUTINES</td>
<td>Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.</td>
<td>80 Hours</td>
<td>tests, assessments, assignment</td>
</tr>
<tr>
<td>RUV4606A</td>
<td>NURSE ANIMALS</td>
<td>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.</td>
<td>80 Hours</td>
<td>Class work, log book, tests, practical and oral exams, assignment</td>
</tr>
<tr>
<td>RUV4607A</td>
<td>CARRY OUT MEDICAL NURSING ROUTINES</td>
<td>Prepare for and assist with medical procedures; Prepare for specific clinic routines.</td>
<td>30 Hours</td>
<td>Tests, worksheet, workplace skills</td>
</tr>
<tr>
<td>RUV4608A</td>
<td>COORDINATE AND PERFORM THEATRE ROUTINES</td>
<td>Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.</td>
<td>40 Hours</td>
<td>class work, tests, assignments, presentation</td>
</tr>
<tr>
<td>RUV4611A</td>
<td>PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS</td>
<td>Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV4612A</td>
<td>COORDINATE CLINIC PROMOTIONAL ACTIVITIES</td>
<td>Establish, market and implement promotional strategies; Promote clinic.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV4613A</td>
<td>DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES</td>
<td>Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>RUV5301A</td>
<td>CARRY OUT BREEDING PROCEDURES</td>
<td>Select animals and prepare for breeding, Implement breeding procedures; Perform post-mating procedures; Name and record animals.</td>
<td>40 Hours</td>
<td>Assignment, worksheet, tests and project</td>
</tr>
<tr>
<td>RUV5302A</td>
<td>CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL</td>
<td>Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.</td>
<td>80 Hours</td>
<td>Tests, assignment, case study, case report, practical exercises</td>
</tr>
<tr>
<td>RUV5303A</td>
<td>MANAGE NUTRITION OF RESEARCH ANIMALS</td>
<td>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.</td>
<td>40 Hours</td>
<td>Tests, assignments, presentations</td>
</tr>
<tr>
<td>RUV5305A</td>
<td>MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS</td>
<td>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.</td>
<td>80 Hours</td>
<td>Tests, assignment, case study, case report, practical exercises</td>
</tr>
<tr>
<td>RUV5306A</td>
<td>PLAN AN ANIMAL TECHNOLOGY FACILITY</td>
<td>Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.</td>
<td>60 Hours</td>
<td>Assignments, questions, simulation</td>
</tr>
<tr>
<td>RUV5307A</td>
<td>MANAGE LABORATORY PROCEDURES</td>
<td>Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.</td>
<td>100 Hours</td>
<td>Assignments, simulation, tests</td>
</tr>
<tr>
<td>RUV5308A</td>
<td>ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES</td>
<td>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.</td>
<td>60 Hours</td>
<td>Theory tests, assignments, case studies, practical exercises</td>
</tr>
<tr>
<td>SRCQAU003B</td>
<td>RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES</td>
<td>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</td>
<td>10 Hours</td>
<td>Assignment, presentation, written and practical tasks, case studies, research</td>
</tr>
</tbody>
</table>
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

SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills 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

SRCCRO003A 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: 15 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: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRD001B 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

SRCCRD003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills 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

SRCCRD007B DEVELOP RECREATION
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the 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

SRCCRD008B WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills 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

SRCCAER001A 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

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

SRFAHN001A MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFAHN002A RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRD008B WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills 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
SRFAQAO01A 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

SRFAQAO02B 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

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM
Content: Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT002A 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

SRFFIT003A UNDERTAKE CLIENT INDUCTION AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING
Content: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS
Content: Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS
Content: Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO FITNESS INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Apply a knowledge of the body's energy systems to exercise instruction Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Content: Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Use functional appraisals to monitor physiological adaptations to exercise.
Nominal Hours: 30 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT008B 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

SRFFIT009A 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

SRFFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS
Content: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing fitness exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.
Nominal Hours: 20 Hours
Assessment: 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

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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 APPOINTMENTS TO EXERCISE PROGRAMS FOR MODERATE RISK CLIENTS
Content: Undertake client induction and screening for clients; Conduct postural appraisals tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.
Nominal Hours: 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 EXERCISE 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

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 advisers; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk children and young adolescents.
Nominal Hours: 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 for 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

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<td>60 Hours</td>
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<td>SRFSP001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT</td>
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<td>SRFSP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY</td>
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<td>SROODR001A APPLY BASIC OUTDOOR RECREATION LOGISTICS</td>
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<td>SROODR002A PLAN OUTDOOR RECREATION ACTIVITIES</td>
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SRFSP009A 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

SRFSP010A 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

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client’s fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.  
Nominal Hours: 20 Hours  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Content: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.  
Nominal Hours: 20 Hours  
Assessment: 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

**Nominal Hours:** 30 Hours  
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

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**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

**Nominal Hours:** 30 Hours  
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

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**Nominal Hours:** 30 Hours  
**Assessment:** Assignment, presentation, written and practical tasks, case studies, research
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 organisation'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 implement strategies 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:** Analyse on advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian football under match conditions; Review and adapt the advanced skills in response to feedback.

**Nominal Hours:** 65 Hours

**Assessment:** 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 drills, 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 the 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; Devise and implement talent development programs to introduce identified athlete/s; Counsel athlete/s regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.

Nominal Hours: 20 Hours
Assessment: 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

**SRSCOP003A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW**

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

**SRSCOP006A 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

**SRSCOP007A 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: 5 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.
Nominal Hours: 5 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

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 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

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 athletes 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; Post 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
FACULTY OF WORKFORCE DEVELOPMENT

SRSLGF012A MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITIONS AND TOURNAMENTS
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified competition; Record and process the results of a specified competition.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSLgf013A DEVELOP AND MANAGE JUNIOR DEVELOPMENT PROGRAMS IN GOLF
Content: Establish criteria for participation in a specified competition; Plan and implement the format for a specified program.
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSLGF014A MANAGE ON COURSE GOLF SHOP OPERATIONS
Content: Clarify pro shop’s objectives via golf club’s objectives; Prepare a marketing strategy; Manage pro shop’s merchandising; Manage pro shops on course golf operations; Manage organisation pricing policies; Monitor and review organisation merchandising plan.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSG0L11A 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

SRSG0L12A 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

SRSG0L13A 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

SRSG0L14A 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 flexibility.
Nominal Hours: 45 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSG0L11A 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

SRSN0T012A 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: 15 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; implement and manage the training and recovery program; utilise 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

SRSRLG010A 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

SRSSTP002A 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

SRSSTP003A 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

SRSSTP005A 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

SRSSTP006A 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

SRSSTP007A 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

SRSSTP008A IMPLEMENT STRATEGIES FOR DEALING WITH MEDICAL CONDITIONS IN A SPORT SETTING
Content: Manage existing medical conditions; Recognise contra indications; Identify and address viral infections; Provide advice in relation to chronic conditions.
Nominal Hours: 25 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 sports 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: 30 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

SRXCAI001A ASSIST IN PREPARING A SPORT AND RECREATION SESSION FOR CLIENTS
Content: Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Nominal Hours: TBA Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

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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

SRXCAI003A 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

SRXCAI003B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM
Content: Collect information to plan a session or program; Produce a plan for a session or program; Resource a session.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS
Prerequisite(s): SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to tork being undertaken in order to ensure own safety and that of others in the workplace; SRXCAI001A Assist in preparing sport and recreation sessions for clients; SRXCAI003A 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

SRXCAI004B 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

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS
Prerequisite(s): PUXEME001A Provide emergency care; SRXME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessifor 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

SRXCAI005B 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

Nominal Hours: 10 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI006A 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

SRXCAI006B 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

SRXCAI007A CONDUCT A SPORT AND RECREATION PROGRAM
Content: Coordinate resources; Conduct a program and monitor client'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

SRXCAI007B 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

SRXCAI008B 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

SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERMTRAINING 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

SRXCAI010B 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

SRXCAI011B 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

SRXCAI012B 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

SRXCLS002A 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

SRXCLS003A 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

SRXCLS004A 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

SRXCOM002A 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

SRXCOM003A 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

SRXCOM004A 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

SRXEVTO01B 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

SRXFAC001B MAINTAIN EQUIPMENT OF 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

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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(ies), 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
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS

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. 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 caries widley 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: This unit involves the skills and knowledge of understanding, clarifying and meeting client needs and expectations in a single encounter or multiple encounters, on a one-to-one basis with a client.
Nominal Hours: 20 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

SRXGCSS07A 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

SRXGCT03A 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

SRXGRO001A 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

SRXGRO002A 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

SRXGRO003A 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

SRXGRO001A 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

SRXGRO002A 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

SXRIND001A 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

SXRIND003A 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

SXRIND004A 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

SXRIND005A 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

SXRINU001A 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

SXRINU002A 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

SXRINU003A 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

SXRINU004A 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

SXRINU005A 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

SXRINU006A 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

SXRINU007A 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; Monitor and manage trends in evolving patterns of work.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SXRXMKT003A 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

SXRXMKT004A 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

SXRXGN001A 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

SXRXGN002A 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

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

SRXOHS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM
Content: Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.
Nominal Hours: 15 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXORG003A 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

SRXORG004A 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

SRXORG005A 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) SRIXEM005A 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

SRXRIS001B EDUCATE ATHE 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

SRXRK001A 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

SRXRK002A 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

SRXRIS001A 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

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SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING
Content: Open file; Retrieve data; Print data; Close file; Shutdown equipment
Nominal Hours: 20 Hours
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS
Content: Create file; Produce document from written text 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

THTTPD058 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

VBB223 INTRODUCTION TO THE INTERNET
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content: Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the "Information Super Highway".
Nominal Hours: 20 Hours
Assessment: Short answer, practical, assignments, class observation

VBD341 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

VBD411 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, tests, exam

VBD455 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

VBD416 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

**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 covers the skills and knowledge required to provide 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 provides the 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.

**VBPQM542 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

**VBPQM543 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

**VBPQM544 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

**VBQUS546 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
Below are details of courses offered by Faculty Delivered in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

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

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code: TAA40104B

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.

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

Contact Diane Mahoney on 9919 7888 for more details of this course.

DIPLOMA OF EVENT MANAGEMENT (I)
Course Code: THT50203

This course is delivered in 2 streams and has a focus on either Sports and Recreation or Hospitality and Tourism industry.
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
Sports and Recreation Stream: 2 years full-time.
Hospitality and Tourism Stream: 18 months full time.

Course Structure

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</tr>
<tr>
<td>SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>35</td>
</tr>
<tr>
<td>SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY</td>
<td>25</td>
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<tr>
<td>SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE</td>
<td>15</td>
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<tr>
<td>SRXOHS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM</td>
<td>15</td>
</tr>
<tr>
<td>SRXRHK002A MANAGE AN ORGANISATION'S RISK</td>
<td>20</td>
</tr>
<tr>
<td><strong>Stream Units of Study</strong></td>
<td></td>
</tr>
<tr>
<td>THTFME02B PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THTFME04A DEVELOP AN EVENT CONCEPT</td>
<td>30</td>
</tr>
<tr>
<td><strong>Specialisation Units</strong></td>
<td></td>
</tr>
<tr>
<td>Choose 8 units of study from those listed in the qualifications framework.</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Units</strong></td>
<td></td>
</tr>
<tr>
<td>Choose 8 units of study from any Diploma qualifications in the Sport and Recreation training package or any other training package</td>
<td></td>
</tr>
<tr>
<td><strong>HOSPITALITY AND TOURISM STREAM:</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Core Units of Study</strong></td>
<td></td>
</tr>
<tr>
<td>BSBCCMN205A USE BUSINESS TECHNOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBCCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>TTHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>TTHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>TTHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>5</td>
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<tr>
<td>TTHGCS003B DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>TTHGCS008B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
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<tr>
<td>TTHGFA006A INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
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<tr>
<td>TTHGGA01B COMMUNICATE ON THE TELEPHONE</td>
<td>10</td>
</tr>
<tr>
<td>TTHGGA02B PERFORM OFFICE PROCEDURES</td>
<td>20</td>
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<tr>
<td>TTHGGA09B MANAGE PROJECTS</td>
<td>60</td>
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<tr>
<td>TTHGLE01B MONITOR WORK OPERATIONS</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
</tr>
<tr>
<td>TTHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE08B LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>TTHGLE11B MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE13B MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE14B PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
</tr>
<tr>
<td>TTHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>TTHGTR01B COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td><strong>Stream Units of Study</strong></td>
<td></td>
</tr>
<tr>
<td>TTHGLE22A MANAGE RISK</td>
<td>60</td>
</tr>
<tr>
<td>THTFME02B PROVIDE ON SITE EVENT MANAGEMENT SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THTFME04A DEVELOP AN EVENT CONCEPT</td>
<td>30</td>
</tr>
<tr>
<td>THTFME05A SELECT EVENT VENUES AND SITES</td>
<td>35</td>
</tr>
<tr>
<td>THTFME06A MANAGE EVENT CONTRACTORS</td>
<td>40</td>
</tr>
<tr>
<td>THTFME07A ORGANISE AND MONITOR INFRASTRUCTURE FOR OUTDOOR EVENTS</td>
<td>40</td>
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<tr>
<td>THTFME08A INTEGRATE TECHNOLOGY INTO THE EVENT MANAGEMENT PROCESS</td>
<td>60</td>
</tr>
<tr>
<td>THTFME09A DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL</td>
<td>25</td>
</tr>
<tr>
<td>THTP008B PLAN AND DEVELOP EVENT PROPOSALS AND BIDS</td>
<td>40</td>
</tr>
</tbody>
</table>
### Elective Units of Study
At least seven units selected by the student, with the approval of the Head of School from any relevant nationally endorsed Training Package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTPPD09B</td>
<td>DEVELOP CONFERENCE PROGRAMS</td>
<td>30</td>
</tr>
<tr>
<td>THTPPD10B</td>
<td>DEVELOP AND IMPLEMENT SPONSORSHIP PLANS</td>
<td>30</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by Faculty Delivered in 2008.

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

THTFME09A DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL

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.
ACKNOWLEDGEMENT OF COUNTRY
We acknowledge the Elders, families and forebears of the Wurundjeri tribe of the Kulin Nation who were the custodians of University land for many centuries. We acknowledge that the land on which we meet was the place of age-old ceremonies of celebration, initiation and renewal, and that the Kulin Nation people’s living culture had and has a unique role in the life of this region.