HOW TO USE THIS HANDBOOK

Victoria University’s 2011 Faculty of Technical and Trades Innovation Handbook is designed to provide students with detailed information on course structures and subject details for undergraduate and postgraduate courses offered by the faculty in 2011.

NOTE: Courses available to International students are marked with the (I) symbol. The definition of fields used in course tables throughout this handbook includes:

Credit Point — the number of credit points a subject contributes towards the total points needed to complete a course.

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University’s Faculty of Technical and Trades Innovation in 2011. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

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

The information contained in Victoria University’s 2011 Faculty of Technical and Trades Innovation Handbook was current at 31 August 2010.

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

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

IMPORTANT INFORMATION

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

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/course-handbooks-and-guides
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24 ADVANCED DIPLOMA OF ELECTRICAL - TECHNOLOGY (I) UEE61307
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26 CERTIFICATE II IN SUSTAINABLE ENERGY (CAREER START) UTE60399

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<td>Certificate III in Plumbing</td>
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<td>Certificate III in Bricklaying/Blocklaying</td>
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<td>Certificate III in Carpentry</td>
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<td>Certificate III in Painting and Decorating</td>
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<td>CPC31808</td>
<td>Certificate III in Shopfitting</td>
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<tr>
<td>CPC31908</td>
<td>Certificate III in Joinery</td>
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<td>CPC32008</td>
<td>Certificate III in Carpenter and Joinery</td>
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<td>CPC32408</td>
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<td>Certificate IV in Building and Construction</td>
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<td>CPC40908</td>
<td>Certificate IV in Plumbing and Services</td>
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<td>Diploma of Building Surveying</td>
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<td>CPC60108</td>
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<td>357</td>
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SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY

Below are details of courses offered by the School of Engineering and Electrotechnology in 2011. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (PRINCIPAL TECHNICAL OFFICER)
Course Code: 14309VIC

Campus: Sunshine.

Course Objectives: The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and Principal Technical Officer. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Careers: Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Course Selection Processes: Direct Entry VTAC

Course Structure: The course may be offered on a full-time basis over 1800 nominal hours or part-time equivalent. Full-time or part-time. The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including:

- Fabrication;
- Mechatronics;
- Civil;
- Mechanical;
- Manufacturing.

There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

The course consists of 45 modules, at nominally 40 hours per module.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (PRINCIPAL TECHNICAL OFFICER) FABRICATION
Course Code: 14309VICF

This course is for Continuing students only.

Campus: Sunshine.

Careers: Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Course Selection Processes: Direct Entry VTAC

Course Structure: The Advanced Diploma of Engineering (Principle Technical Officer) Fabrication consists of 45 modules, at nominally 40 hours per module, it may be offered on a full-time basis over 1800 nominal hours or part-time equivalent. The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including: Fabrication; Mechatronics; Civil; Mechanical; Manufacturing. There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

CERTIFICATE II IN ELECTROTECHNOLOGY [SHARED TECHNOLOGY]
Course Code: 21583VIC

Campus: Sunshine.

About this course: This course is based on the new trends from the convergence of Information and Communication Technology (ICT) and electronics technologies, and their applications in industry.

Course Objectives: Provide graduates with a broad based underpinning competencies in a range of electrotechnology fields which will enhance their employment prospects.

Careers: Graduates find employment in the following industries Automotive Electronics, Building and Construction, Information Technology, Engineering and Telecommunications.

Course Selection Processes: Direct Entry

Course Structure: The course is 6 months full-time or part-time equivalent. This course is offered full time or part-time.

Core Units of Study

- UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES 80
- UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES 100
- VBP118 CARRY OUT A SHARED TECHNOLOGY PROJECT 60

Specialisation Streams

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

Computer System Networks

- VBP119 PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY 30
- VBP120 PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE 30
- VBP121 INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS 40
- ICAITS032B PROVIDE NETWORK SYSTEM ADMINISTRATION 20
- ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLING- ACA RESTRICTED RULE 60
- VBP122 INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM 30

Wireless Communications

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

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

Robotics and Embedded Controllers

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

Photonics

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

Course Structure

Diploma of Engineering Technology. To fulfil the requirements for the qualification learners must satisfy the following requirements. Non-trade entry: Select from Table A: Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM13014A. Apply principles of occupational health and safety in work environment. Select from Table B: Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles: 1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements. 2. At least 60% of the training effort must be from units of competency at AQF level 5. Trade entry: Select from Table B: Units of competency equivalent to a training effort of at least 600 hours. Selection must be based on the following principles: 1. A minimum of 80% of the training effort must be from units listed in Table B. The balance may be drawn from other endorsed training packages provided the units of competency are of an appropriate AQF level and relevant to an engineering job function or to enterprise requirements. 2. At least 60% of the training effort must be from units of competency at AQF level 5.

Table A

MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT  10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK  10
MEM15002A  APPLY QUALITY SYSTEMS  20
MEM15024A  APPLY QUALITY PROCEDURES  10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT  10
MEM18001C  USE HAND TOOLS  20
MEM18002B  USE POWER TOOLS/HAND HELD OPERATIONS  20
VBN1770  APPLY BASIC FABRICATION TECHNIQUES  40
VBN1773  PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS  20
VBN1777  HANDLE ENGINEERING MATERIALS  20
VBN1782  PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES  60

Table B

AUM5301A  PRODUCE DRAWINGS MANUALLY  40
BSBPM507A  MANAGE PROJECT COMMUNICATIONS  40
VBP228  APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS  0
VBP231  APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS  40
VBP232  APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS  40
VBP235  USE COMPUTER AIDED DRAFTING SYSTEMS  80
VBP236  USE ADVANCED 2D  80
VBP284  APPLY SURVEYING FOR CIVIL ENGINEERING PROJECTS  40
VBP285  PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES  40
VBP291  PRODUCE REINFORCED CONCRETE DRAWINGS  40
VBP293  PRODUCE STRUCTURAL STEEL DRAWINGS  40
VBP296  PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD  40
VBP299  APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS  40
VU20159  APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW  80
VU20160  DESIGN A WATER RETICULATION SCHEME  40
VU20161  PLAN SEWERAGE RETICULATION SYSTEMS  40

DIPLOMA OF ENGINEERING TECHNOLOGY

Course Code: 21621VIC

Campus: Sunshine.

Course Objectives: To provide: Careers: Those aspiring to senior positions in the public and private sector of the engineering field.

Course Duration: 1 year

Admission Requirements Year 12: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Admission Requirements International: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Admission Requirements Mature Age: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Admission Requirements VET: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Selection Processes: Direct Entry VTAC
### Table A

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<th>Description</th>
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<td>MEM14004A</td>
<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>MEM15002A</td>
<td>APPLY QUALITY SYSTEMS</td>
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<tr>
<td>MEM16007A</td>
<td>WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>MEM07032B</td>
<td>USE WORKSHOP MACHINES FOR BASIC OPERATION</td>
<td>20</td>
</tr>
<tr>
<td>VBN768</td>
<td>DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBN769</td>
<td>PERFORM BASIC MACHINING PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>VBN773</td>
<td>PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS</td>
<td>20</td>
</tr>
<tr>
<td>VBN777</td>
<td>HANDLE ENGINEERING MATERIALS</td>
<td>20</td>
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### Table B

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AUM5301A</td>
<td>PRODUCE DRAWINGS MANUALLY</td>
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<tr>
<td>BSBPM507A</td>
<td>MANAGE PROJECT COMMUNICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>ICAU2006B</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>VBP228</td>
<td>APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS</td>
<td>0</td>
</tr>
<tr>
<td>VBP230</td>
<td>APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS</td>
<td>40</td>
</tr>
<tr>
<td>VBP235</td>
<td>USE COMPUTER AIDED DRAFTING SYSTEMS</td>
<td>80</td>
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<tr>
<td>VBP250</td>
<td>SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS</td>
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<tr>
<td>VBP252</td>
<td>APPLY COMPUTER AIDED MANUFACTURING (CAM) PROCESSES</td>
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<tr>
<td>VBP253</td>
<td>APPLY COMPUTER AIDED MANUFACTURING (CAM) 2D PROGRAMING</td>
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<tr>
<td>VBP255</td>
<td>PROGRAM A 3D MACHINE CENTRE</td>
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<tr>
<td>VBP263</td>
<td>IMPLEMENT BASIC MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS</td>
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<tr>
<td>VBP265</td>
<td>PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS</td>
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**Alternative units can be selected from the ones below**

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>VBP243</td>
<td>PLAN, IMPLEMENT AND APPLY PREVENTATIVE MAINTENANCE PROCEDURES</td>
<td>80</td>
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<tr>
<td>VBP246</td>
<td>SELECT AND MAINTAIN BEARING AND ROTARY SHAFT ASSEMBLIES</td>
<td>40</td>
</tr>
<tr>
<td>VBP269</td>
<td>APPLY HYDRAULIC PRINCIPLES IN ENGINEERING</td>
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<tr>
<td>VBP270</td>
<td>APPLY PNEUMATIC PRINCIPLES IN ENGINEERING</td>
<td>60</td>
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<tr>
<td>VBP271</td>
<td>SET UP MECHATRONICS ENGINEERING SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>VBP275</td>
<td>PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>VBUQU263</td>
<td>APPLY PRINCIPLES OF METROLOGY IN MANUFACTURING</td>
<td>60</td>
</tr>
<tr>
<td>VPAU643</td>
<td>WRITE ADVANCED CNC PROGRAMS AND OPERATE A VERTICAL MACHINING CENTRE</td>
<td>80</td>
</tr>
<tr>
<td>VPAU644</td>
<td>WRITE ADVANCED CNC PROGRAMS AND OPERATE A MULTI AXIS TURNING CENTRE</td>
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<td>APPLY PRINCIPLES OF WORK OH&amp;S IN WORK ENVIRONMENT</td>
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<td>PLAN TO UNDERTAKE A ROUTINE TASK</td>
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<td>APPLY QUALITY SYSTEMS</td>
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<td>APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS</td>
<td>0</td>
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<tr>
<td>VBP229</td>
<td>APPLY STATISTICAL METHODS FOR QUALITY CONTROL AND RELIABILITY</td>
<td>40</td>
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<td>VBP230</td>
<td>APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS</td>
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<td>VBP231</td>
<td>APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS</td>
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<td>USE COMPUTER AIDED DRAFTING SYSTEMS</td>
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<td>USE ADVANCED 2D</td>
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<td>PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS</td>
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<td>APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS</td>
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<tr>
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</tbody>
</table>
ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (I)

Course Code: 21622VIC

Campus: Sunshine.

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

Careers: People aspiring to senior positions in the public and private sector of the engineering field.

Course Duration: 2 years

Admission Requirements Year 12: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Admission Requirements International: Have successfully completed year 11. Or successfully completed a Certificate III in Engineering (from Training Package MEM98) or equivalent; or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of he National Reporting system (NRS).

Admission Requirements Mature Age: Have successfully completed year 11.
CERTIFICATE IV IN ELECTRICAL
Course Code: 21767VIC
Campus: Sunshine.

About this course: This post-apprenticeship course is designed to enhance learners’ skills in the industrial applications of motors and their control systems.

Course Objectives: To provide students with training for licensed electrical workers beyond trade level. In particular the course provides industry required skills in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Careers: Graduates of this course could be employed in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.

Course Selection Processes: Direct Entry

Course Structure: This course is only offered on a part-time basis either 4 or 8 hours per week. Part-Time, Flexible delivery. Elective Units of Study

Learners must complete any five units from the table below and any three units from an identified stream.

Stream 1 Electrical Business Management and Contracting
PMBOHS409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM 40
VBQU448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS 40
VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS 40
VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS 60
VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS 40

Stream 2 Programmable Logic Controllers
MCMT261A USE SCADA SYSTEMS IN MANUFACTURING 30
VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS 40
VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS 60
VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS 60
VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES 80

Stream 3 Motor Control
VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS 60
VBQU457 DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS 60
VBQU458 DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS 60
VBQU459 INSTALL AND MAINTAIN INDUCTION MOTORS 60
VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES 40

Stream 4 Industrial Control
VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS 60
VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS 60
VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE 60
VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS 60

COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING
Course Code: 21820VIC
Campus: Newport, Sunshine.

Course Objectives: The purpose of this short course is to instruct teachers in the

Careers: Mandatory requirement for technology teaching in the state education system.

Course Duration: 2 months
Selection Processes: Employer ChoiceInterview
Course Structure: Students must complete all 3 core units
VBQU618 APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING 8
### ELECTROTECHNOLOGY STUDIES (PRE- VOCATIONAL)

**Course Code:** 21887VIC  
**Campus:** Sunshine.

**Course Objectives:** This course is a pre-vocational program that will enable students to gain employment as an apprentice or trainee within the electrotechnology industry.

**Careers:** This pre-vocational course is mainly aimed at school leavers or new entrants into the workforce. It provides the opportunity for those wishing to gain employment in the electrotechnology industry with the required prerequisite knowledge and skills to gain access to a wide range of apprenticeships offered within this industry.

**Course Duration:** 0.5 years

**Selection Processes:** Direct Entry Interview

**Course Structure:**

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>UETTDR01</td>
<td>PROPERLY CONDUCT INSTALLATION AND WIRING OF ELECTRICAL SYSTEMS</td>
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<tr>
<td>UETTDR02</td>
<td>OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL SYSTEMS</td>
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<tr>
<td>MEM12014A</td>
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**Elective Units of Study:**

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<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VBQU619</td>
<td>SAFELY OPERATE AND MAINTAIN WOOD WORKING MACHINES</td>
<td>16</td>
</tr>
<tr>
<td>VBQU620</td>
<td>SAFELY OPERATE AND MAINTAIN METAL WORKING MACHINES</td>
<td>8</td>
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</tbody>
</table>

### ENGINEERING STUDIES

**Course Code:** 22019VIC  
**Campus:** Sunshine.

**About this course:** The Certificate II in Engineering Studies aims to provide graduates with broad-based underpinning competencies in a range of engineering skills. This enhances their entry-level employment prospects including apprenticeships and traineeships. This enables more informed choices in the selection of vocational career paths and fosters the development of social and personal skills relevant to participation in the engineering industry.

**Course Objectives:** The aim of this course is to provide pre-employment training and introduction in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry.

**Careers:** A graduate of this course may: - undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a trades person; - enrol into Certificate III qualifications in the engineering sectors - gain entry level employment in engineering or related industries.

**Course Duration:** 0.5 years

**Admission Requirements Year 12:** All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

**Admission Requirements International:** Not applicable as this does not meet the CRICOS requirements.

**Admission Requirements Mature Age:** All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

**Admission Requirements VET:** Not applicable this is an entry level course into the VET sector.

**Admission Requirements Other:** All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.

**Selection Processes:** Direct Entry Written Test

**Course Structure:** To be awarded the qualification, Certificate II in Engineering Studies, participants are required to complete the thirteen core units of competency and one elective unit of competency, Core Units of Study

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<tr>
<td>UEEFF001B</td>
<td>LAY AND CONNECT CABLES FOR DIRECT ACCESS TO TELECOMMUNICATION SERVICES</td>
<td>20</td>
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<tr>
<td>UEEFF002B</td>
<td>SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>UEEFF003B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
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<tr>
<td>MEM12024A</td>
<td>PERFORM COMPUTATIONS</td>
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<td>UEEF004A</td>
<td>SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS</td>
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<tr>
<td>UEEF005B</td>
<td>FIX AND SECURE EQUIPMENT</td>
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<tr>
<td>UEEF007B</td>
<td>USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS</td>
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<tr>
<td>UEEF001B</td>
<td>MAINTAIN DOCUMENTATION</td>
<td>20</td>
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<tr>
<td>UEEF002B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
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<td>UEEF003B</td>
<td>SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS</td>
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VBN769  PERFORM BASIC MACHINING PROCESSES 40
VBN770  APPLY BASIC FABRICATION TECHNIQUES 40
VBN771  APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT 20
VBN772  USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES 20
VBN773  PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS 20
VBN774  PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES 20
VBN776  USE BASIC ENGINEERING CONCEPTS TO PLAN THE MANUFACTURE OF ENGINEERING COMPONENTS 20
VBN777  HANDLE ENGINEERING MATERIALS 20
VBN778  PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING 60

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

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105
Campus: Sunshine.
Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.
Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Selection Processes: Direct Entry VTAC
Course Structure 12 week full-time. Full-time, Part-time or Flexible. Core Units of Study
MEM13014B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

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

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105F
Campus: Sunshine.
Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.
management.

**Careers:** Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Admission Requirements Year 12:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Admission Requirements International:** Not Applicable

**Admission Requirements Mature Age:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Admission Requirements VET:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Selection Processes:** Direct Entry VTAC

**Course Structure**

12 week full-time. Full-time, Part-time or Flexible. Core Units of Study

- MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
- MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
- MEM15002A  APPLY QUALITY SYSTEMS 20
- MEM15024A  APPLY QUALITY PROCEDURES 10
- MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

Elective Units of Study

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

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**CERTIFICATE II IN ENGINEERING**

**Course Code:** MEM2010SM

**Campus:** Sunshine.

**Course Objectives:** This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.

**Careers:** Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Admission Requirements Year 12:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Admission Requirements International:** Not Applicable

**Admission Requirements Mature Age:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Admission Requirements VET:** To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

**Selection Processes:** Direct Entry VTAC

**Course Structure**

12 week full-time. Full-time, Part-time or Flexible. Core Units of Study

- MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
- MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
- MEM15002A  APPLY QUALITY SYSTEMS 20
- MEM15024A  APPLY QUALITY PROCEDURES 10
- MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10

Elective Units of Study

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

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**CERTIFICATE II IN ENGINEERING (PRODUCTION TECHNOLOGY)**

**Course Code:** MEM20205

**Campus:** Sunshine.

**Course Objectives:** This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.

**Careers:** Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Selection Processes:** Direct Entry VTAC

**Course Structure**

20 weeks Full-time. Full-time, Part-time or Flexible. Core Units of Study

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

Elective Units of Study

Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 53 points, including any prerequisites.

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**CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY**

**Course Code:** MEM20205F

**Campus:** Sunshine.

**Course Objectives:** This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.
CERTIFICATE III IN ENGINEERING (PRODUCTION SYSTEMS)

Course Code: MEM30105

Campus: Sunshine.

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

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Selection Processes: Employer Choice/User Choice (Apprenticeships)

Course Structure 3 years part-time. Full-time, Part-time or Flexible. Core Units of Study

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study

Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.
CERTIFICATE III IN ENGINEERING - PRODUCTION SYSTEMS
Course Code: MEM30105M
Campus: Sunshine.

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

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed the Certificate II in Engineering MEM20105.

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: 3 years part-time. Full-time, Part-time or Flexible. Core Units of Study

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10

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

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

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

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

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

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

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

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: 3 years part-time. Full-time, Part-time, Flexible. Core Units of Study

MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.
CERTIFICATE III IN ENGINEERING (FABRICATION TRADE) (I)
Course Code: MEM30305
Campus: Sunshine.
Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Admission Requirements Year 12: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.
Admission Requirements International: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.
Admission Requirements Mature Age: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.
Admission Requirements VET: To qualify for admission to the course, applicants must have Year 11 or 12 and current employment as an apprentice.
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure 3 years part-time. Part-time or Flexible. Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A  PERFORM COMPUTATIONS 30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A  INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105
Campus: Sunshine.
Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Careers: Supervisors, Technicians.
Course Admission Requirements Year 12: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Admission Requirements VET: To qualify for admission to the course, applicants must have completed an approved apprenticeship.
Selection Processes: Direct Entry VTAC
Course Structure 4 years part-time. Part-time, Flexible. Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, from the group 1 list to the value of at least 12 points, and from the group 2 list to bring the total value of Specialisation units in groups 1 and 2 to at least 112 points, including any prerequisites. Common Core Units of Study
MEM12023A  PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A  PERFORM COMPUTATIONS 30
MEM13014A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A  PLAN A COMPLETE ACTIVITY 20
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
Fabrication Stream
Elective Units of Study
MEM05005B  CARRY OUT MECHANICAL CUTTING 20
MEM05007C  PERFORM MANUAL HEATING & THERMAL CUTTING 20
MEM05008C  PERFORM ADV MANUAL THERMAL CUT, GOUG SHA 20
MEM05009C  PERFORM AUTOMATED THERMAL CUTTING 20
MEM05010B  APPLY FABRICATION, FORMING 80
MEM05011C  ASSEMBLE FABRICATED COMPONENTS 80
MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING 20
MEM05013C  PERFORM MANUAL PRODUCTION WELDING 20
MEM05014C  MONITOR QUALITY OF PRODUCTION WELDING/FAB 20
MEM05015C  WELD USING MANUAL METAL ARC WELD PROCESS 40
MEM05016C  PERFORM ADV WELDING USING MAN METAL ARC 40
MEM05017C  WELD USING GAS METAL ARC WELDING PROCESS 40
MEM05018C  PERFORM ADV WELDING USING GAS METAL ARC 40
MEM05019C  WELD USING GAS TUNGSTEN ARC WELD PROCESS 40
MEM05020C  PERFORM ADV WELD USING OXY ACETYLENE WE 60
MEM05022C  PERFORM ADV WELD USING OXY ACETYLENE WE 60
MEM05023C  WELD USING SUBMERGED ARC WELDING PROCESS 40
MEM05024B  PERFORM WELDING SUPERVISION 120
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<td>MEM05025C</td>
<td>PERFORM WELDING/FABRICATION INSPECTION</td>
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<td>MEM05026B</td>
<td>APPLY WELDING PRINCIPLES</td>
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<tr>
<td>MEM05036C</td>
<td>REPAIR/REPLACE/MODIFY FABRICATIONS</td>
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<td>MEM05037B</td>
<td>PERFORM GEOMETRIC DEVELOPMENT</td>
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<td>MEM05038B</td>
<td>PERFORM ADV GEOMETRIC DEVELOP - CYLIND/REC</td>
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<td>MEM05039B</td>
<td>PERFORM ADV GEOMETRIC DEVELOP - CONICAL</td>
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<td>MEM05040B</td>
<td>PERFORM ADV GEOMETRIC DEVEL - TRANSITION</td>
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<td>MEM05041B</td>
<td>WELD USING POWDER FLAME SPRAYING</td>
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<td>MEM05042B</td>
<td>PERFORM WELD TO CODE STAND USE FLUX COR</td>
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<td>MEM05043B</td>
<td>PERFORMS WELDS TO CODE STAND USE GAS METAL</td>
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<td>MEM05044B</td>
<td>PERFORM WELDS TO DOCE STAND USE GAS TUNG</td>
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<td>MEM05045B</td>
<td>PERFORM PIPE WELDS TO CODE STAND METAL A</td>
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<td>WELD USING FLUX ARC WELDING PROCESS</td>
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<td>PERFORM ADV WELD USING FLUX ARC WELL</td>
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<td>MEM05048B</td>
<td>PERFORM ROUTINE GAS TUNGSTEN ARC WELDING</td>
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<td>PERFORM ROUTINE GAS METAL ARC WELDING</td>
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<td>SELECT WELDING PROCESSES</td>
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<td>APPLY SAFE WELDING PRACTICES</td>
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<td>SET &amp; EDIT COMPUTER CONTROLLED THERM CUT</td>
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<td>MEM05054A</td>
<td>WRITE BASIC NC/CNC PROG FOR THERMAL CUT</td>
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<td>PERFORM ADVANCED PLASTIC PROCESSING</td>
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<td>PERFORM ADVANCED PRESS OPERATIONS</td>
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<td>OPERATE COMPUTER CONTROLLED MACHINES/PRO</td>
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<td>MEM09002B</td>
<td>INTERPRET TECHNICAL DRAWING</td>
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<td>MEM11011B</td>
<td>UNDERTAKE MANUAL HANDLING</td>
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<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
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<td>MEM13003B</td>
<td>WORK SAFELY WITH INDUSTRIAL CHEMICALS &amp; MATERIALS</td>
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<td>MEM14001B</td>
<td>SCHEDULE MATERIAL DELIVERIES</td>
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<td>MEM14002B</td>
<td>UNDERTAKE BASIC PROCESS PLANNING</td>
<td>80</td>
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<tr>
<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
<td>20</td>
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<tr>
<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
<td>20</td>
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<tr>
<td>MEM18003C</td>
<td>USE TOOLS FOR PRECISION WORK</td>
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<td>MEM18004B</td>
<td>MAINTAIN AND OVERHAUL MECHANICAL EQUIP</td>
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<tr>
<td>MEM18005B</td>
<td>PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS</td>
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<tr>
<td>MEM18007B</td>
<td>MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS</td>
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<td>MEM18009B</td>
<td>PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO</td>
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<tr>
<td>MEM18010C</td>
<td>PERFORM EQUIP CONDITION MONITOR</td>
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<td>MEM18011C</td>
<td>SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT</td>
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<tr>
<td>MEM18012B</td>
<td>PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS</td>
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<td>MEM18018C</td>
<td>MAINTAIN PNEUMATIC SYSTEM COMPONENTS</td>
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<td>MEM18019B</td>
<td>MAINTAIN PNEUMATIC SYSTEAMS</td>
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<td>MEM18020B</td>
<td>MAINTAIN HYDRAULIC SYSTEM COMPONENTS</td>
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<td>MEM18021B</td>
<td>MAINTAIN HYDRAULIC SYSTEM</td>
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<td>MEM18022B</td>
<td>MAINTAIN FLUID POWER CONTROLS</td>
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<td>MEM18023B</td>
<td>MODIFY FLUID POWER SYSTEM OPERATION</td>
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<td>MODIFY FLUID POWER CONTROL SYSTEMS</td>
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<td>MEM30012A</td>
<td>APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED</td>
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<td>MEM05051A</td>
<td>SELECT WELDING PROCESSES</td>
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<td>MEM11011B</td>
<td>UNDERTAKE MANUAL HANDLING</td>
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<td>MEM12023A</td>
<td>PERFORM ENGINEERING MEASUREMENTS</td>
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<td>MEM13003B</td>
<td>WORK SAFELY WITH INDUSTRIAL CHEMICALS &amp; MATERIALS</td>
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<td>SCHEDULE MATERIAL DELIVERIES</td>
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<td>MEM14002B</td>
<td>UNDERTAKE BASIC PROCESS PLANNING</td>
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<td>MEM18001C</td>
<td>USE HAND TOOLS</td>
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<td>MEM18002B</td>
<td>USE POWER TOOLS/HAND HELD OPERATIONS</td>
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<td>MEM18003C</td>
<td>USE TOOLS FOR PRECISION WORK</td>
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<td>MEM18005B</td>
<td>PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS</td>
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<td>MEM18007B</td>
<td>MAINTAIN PNEUMATIC SYSTEM COMPONENTS</td>
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<td>MEM18018C</td>
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<td>MEM18020B</td>
<td>MAINTAIN HYDRAULIC SYSTEM COMPONENTS</td>
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<tr>
<td>MEM18053B</td>
<td>DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS</td>
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</table>
Course Code: MEM40105F
Campus: Footscray Nicholson, Newport, Sunshine.
Careers: Supervisors, Technicians.
Course Selection Processes: Direct Entry VTAC

Course Structure 4 years part-time. Part-time, Flexible. Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

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

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105M
Campus: Footscray Nicholson, Newport, Sunshine.
Careers: Supervisors, Technicians.
Course Selection Processes: Direct Entry VTAC

Course Structure 4 years part-time. Part-time, Flexible. Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

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

DIPLOMA OF ENGINEERING - ADVANCED TRADE (I)
Course Code: MEM50105
Campus: Sunshine.

Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.

Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).

Selection Processes: Direct Entry VTAC

Course Structure 4 years part-time. Part-time, Flexible. Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM12025A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS 20
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM16009A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16010A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS 40
MEM16011A REPORT TECHNICAL INFORMATION 20
MEM16012A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 40
DIPLOMA OF ENGINEERING - ADVANCED TRADE
Course Code: MEM50105F
Campus: Sunshine.
Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.
Careers: Technical Officer, Engineering Assistant
Course Admission Requirements Year 12: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).
Admission Requirements VET: To qualify for admission to the course, applicants must have successfully completed year 11 or completed Certificate III in Engineering or equivalent or have a minimum language, literacy and numeracy skills that is equivalent to level 3 of the National Reporting System (NRS).
Selection Processes: Direct Entry
Course Structure 4 years part-time Part-Time, Flexible. Core Units of Study
MEM12023A PERFORM ENGINEERING MEASUREMENTS 30
MEM12024A PERFORM COMPUTATIONS 30
MEM12025A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS 20
MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM14005A PLAN A COMPLETE ACTIVITY 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM15002A APPLY QUALITY SYSTEMS 20
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM16008A INTERACT WITH COMPUTING TECHNOLOGY 20
MEM16009A RESEARCH AND ANALYSE ENGINEERING INFORMATION 20
MEM16011A COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS 20
MEM16012A INTERPRET SPECIFICATIONS AND MANUALS 40
MEM16014A REPORT TECHNICAL INFORMATION 20
MEM17003A ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20
MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED 40

CERTIFICATE II IN COMPETITIVE MANUFACTURING
Course Code: MSA21108
Campus: Industry.
Course Objectives: The objective is to develop the knowledge and skills in competitive manufacturing practices and techniques required to improve work related processes and procedures. This course is currently offered to organisations wanting to improve the productivity in any workplace. This is an entry level course aimed at Trainees and frontline operators.
Careers: Operator’s assistant
Course Duration: 1 year
Admission Requirements Other: Current employment in a relevant occupational field and Industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.
Selection Processes: Employer ChoiceInterviewPractical TestWritten Test
Course Structure To be awarded a Certificate II in Competitive Manufacturing, competency must be achieved in 10 units of competency. Mandatory Units of Study
MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
MSAPMOHS200A WORK SAFELY 30
One of the following
MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40
Select 7 from the list below
MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30
MSACMT220A APPLY COST FACTORS TO WORK PRACTICES 40
MSACMT240A APPLY SS PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
MSACMT250A MONITOR PROCESS CAPABILITY 30
MSACMT251A APPLY QUALITY STANDARDS 30
MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS 50
MSACMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY 30

CERTIFICATE III IN COMPETITIVE MANUFACTURING
Course Code: MSA31108
Campus: Industry.
Course Objectives: The objective is to develop the knowledge and skills needed to apply lean competitive manufacturing tools and techniques to a range of work based processes and practices so as to derive productivity improvement. This course is aimed at existing workers wishing to become more productive team members.
Careers: Manufacturing equipment or process operator
Course Duration: 1 year
Admission Requirements Other: Employment in a relevant occupational field and Industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.
Selection Processes: Employer ChoiceInterviewPractical TestWritten Test
Course Structure: To be awarded a Certificate III in Competitive Manufacturing, competency must be achieved in eight units of competency. Mandatory Units of Study:
- MSACMS200A  APPLY COMPETITIVE MANUFACTURING PRACTICES  40
- MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED  50
A maximum of one of the following:
- MSACMC210A  MANAGE THE IMPACT OF CHANGE ON OWN WORK  40
- OR
- MSACMC410A  LEAD CHANGE IN A MANUFACTURING ENVIRONMENT  50
- OR
- MSACMC411A  LEAD A COMPETITIVE MANUFACTURING TEAM  40
The balance of units up to 4 may be chosen from the list below or above:
- MSACMC610A  MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS  60
- MSACMS201A  SUSTAIN PROCESS IMPROVEMENTS  40
- MSACMC210A  MANAGE THE IMPACT OF CHANGE ON OWN WORK  40
- MSACMT220A  APPLY QUICK CHANGEOVER PROCEDURES  40
- MSACMT221A  APPLY JUST IN TIME (JIT) PROCEDURES  30
- MSACMT230A  APPLY COST FACTORS TO WORK PRACTICES  40
- MSACMT231A  INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS  30
- MSACMT240A  APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT  40
- MSACMT250A  MONITOR PROCESS CAPABILITY  30
- MSACMT251A  APPLY QUALITY STANDARDS  30
- MSACMT280A  UNDERTAKE ROOT CAUSE ANALYSIS  50
- MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED  50
- MSACMC410A  LEAD CHANGE IN A MANUFACTURING ENVIRONMENT  50
- MSACMC411A  LEAD A COMPETITIVE MANUFACTURING TEAM  40
DIPLOMA OF COMPETITIVE MANUFACTURING
Course Code: MSA51108
Campus: Industry.

Course Objectives: The objective is to develop the knowledge and skills needed to lead change teams in a competitive manufacturing environment by analysing processes and developing new improved methods and procedures leading to increased productivity. This course is aimed at developing the skills for team leaders to lead and manage their teams more effectively.

Careers: Manufacturing supervisor

Course Duration: 2 years

Admission Requirements Other: Current employment in a relevant occupational field and Industry sector suitable for persons working in a manufacturing environment as a team leader, supervisor or related occupational level.

Selection Processes: Employer ChoiceInterviewPractical TestWritten Test

Course Structure To be awarded a Diploma of Competitive Manufacturing, competency must be achieved in 20 units of competency.

A minimum of one of the following

MSACMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM 60
MSACMS601A ANALYSE AND MAP A VALUE CHAIN 60
MSACMS602A MANAGE A VALUE CHAIN 60 A minimum of one of the following
MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS 60
MSACMC611A MANAGE PEOPLE RELATIONSHIPS 60
MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION 50 A minimum of 2 of the following
MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
MSACMT620A DEVELOP QUICK CHANGEOVER PROCEDURES 60
MSACMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM 60
MSACMT622A DESIGN A PROCESS LAYOUT 80
MSACMT623A DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING 60

MSACMT630A OPTIMISE COST OF PRODUCT 60
MSACMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 60
MSACMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT 60
MSACMT641A IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM 60
MSACMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY 80
MSACMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES 60
MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY 60
MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 40

A balance of units, maximum of 16, may be chosen from the list above or 10 from the list below. (Note that only 2 of the 10 can be chosen from the 200 series units)

MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40
MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40
MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
MSACMT220A APPLY QUICK CHANGEOVER PROCEDURES 40
MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30
MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40
MSACMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 30
MSACMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
MSACMT250A MONITOR PROCESS CAPABILITY 30
MSACMT251A APPLY QUALITY STANDARDS 30
MSACMT280A UNDERTAKE ROOT CAUSE ANALYSIS 50
MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 40
MSACMS400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM 50
MSACMS401A ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED 50
MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40
MSACMT421A FACILITATE A JUST IN TIME (JIT) SYSTEM 50
MSACMT423A MONITOR A MANUFACTURING LEVELLED PULL SYSTEM 50
MSACMT430A IMPROVE COST FACTORS IN WORK PRACTICES 50
MSACMT432A ANALYSE MANUAL HANDLING PROCESSES 50
MSACMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT 50
MSACMT441A FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING 50
MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS 50

CERTIFICATE IV IN WATER OPERATIONS
Course Code: NWP40107
Campus: Sunshine.

Course Objectives: This qualification has been designed for supervisors overseeing the maintenance and operation of water distribution and wastewater collection systems.
Careers: Supervisor of maintenance and operations of water distribution and waste water collection plants

Course Duration: 2 years

Admission Requirements Other: Employed and experience in the water industry is required.

Selection Processes: Employer Choice Interview

Course Structure: To achieve this qualification the candidate must demonstrate competency in nine units, comprising two core and seven elective units of competency. Core units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGACOM405B</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION</td>
<td>20</td>
</tr>
<tr>
<td>NWP401B</td>
<td>COORDINATE AND MONITOR THE APPLICATION OF ENVIRONMENTAL PLANS AND PROCEDURES</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective units of study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM402A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>50</td>
</tr>
<tr>
<td>LGAWORK404A</td>
<td>MANAGE A CIVIL WORKS PROJECT</td>
<td>80</td>
</tr>
<tr>
<td>NWP410B</td>
<td>COORDINATE AND MONITOR ASSET CONSTRUCTION AND MAINTENANCE</td>
<td>60</td>
</tr>
<tr>
<td>NWP415B</td>
<td>COORDINATE AND MONITOR SURFACE WATER SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>NWP416B</td>
<td>COORDINATE AND MONITOR WATER STORAGE CATCHMENT ACTIVITIES</td>
<td>60</td>
</tr>
<tr>
<td>NWP417B</td>
<td>COORDINATE AND MONITOR GROUNDWATER SYSTEM USAGE</td>
<td>60</td>
</tr>
<tr>
<td>NWP418B</td>
<td>COORDINATE AND MONITOR BULKWATER SYSTEM OPERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>NWP419B</td>
<td>COORDINATE AND MONITOR RIVER SYSTEM USAGE</td>
<td>60</td>
</tr>
<tr>
<td>NWP425B</td>
<td>COORDINATE AND MONITOR THE OPERATION OF IRRIGATION DELIVERY SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>NWP426B</td>
<td>COORDINATE AND MONITOR THE OPERATION OF POTABLE WATER SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>NWP427B</td>
<td>COORDINATE AND MONITOR THE OPERATION OF DRAINAGE SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>NWP428B</td>
<td>COORDINATE AND MONITOR THE OPERATION OF WASTEWATER COLLECTION SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>NWP429B</td>
<td>COORDINATE, IMPLEMT AND REPORT TRADE WASTE MONITORING PROCEDURES</td>
<td>60</td>
</tr>
<tr>
<td>NWP430A</td>
<td>EVALUATE, IMPLEMENT AND MONITOR STANDARD LOW-RISK TRADE WASTE DISCHARGE APPROVALS</td>
<td>60</td>
</tr>
<tr>
<td>NWP431A</td>
<td>INVESTIGATE, RECTIFY AND REPORT ON TRADE WASTE</td>
<td>70</td>
</tr>
<tr>
<td>NWP435B</td>
<td>COORDINATE AND MONITOR THE OPTIMISATION OF WATER TREATMENT PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>NWP436B</td>
<td>COORDINATE AND MONITOR THE OPTIMISATION OF WASTEWATER TREATMENT PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>NWP437A</td>
<td>ANALYSE DATA AND PRODUCE HYDROMETRIC REPORTS</td>
<td>100</td>
</tr>
<tr>
<td>NWP438A</td>
<td>MEASURE AND PROCESS HYDROMETRIC STREAM DISCHARGE DATA IN FLOOD CONDITIONS</td>
<td>100</td>
</tr>
<tr>
<td>NWP440A</td>
<td>SUPERVISE CONDUIT INSPECTION AND REPORTING</td>
<td>40</td>
</tr>
<tr>
<td>NWP219A</td>
<td>WORK SAFELY IN CONFINED SPACES</td>
<td>20</td>
</tr>
<tr>
<td>NWP300B</td>
<td>PROVIDE AND PROMOTE CUSTOMER SERVICE</td>
<td>20</td>
</tr>
<tr>
<td>PSPPROC410A</td>
<td>ADMINISTER CONTRACTS</td>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN TECHNICAL SECURITY
Course Code: PRS20203

Campus: Sunshine.

Course Objectives: To give participants the skills, knowledge, confidence and qualification to be able to work in the Technical Security field.

Careers: Students would be qualified to install security systems

Course Duration: 3 months

Selection Processes: Employer Choice Interview User Choice (Apprenticeships)

Course Structure: Students must successfully complete 8 Units in total: 7 Core units and 1 Elective Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSTS201A</td>
<td>PROVIDE A SERVICE TO CUSTOMERS</td>
<td>16</td>
</tr>
<tr>
<td>PRSTS202A</td>
<td>INSTALL SECURITY EQUIPMENT/SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>PRSS0201A</td>
<td>COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY</td>
<td>24</td>
</tr>
<tr>
<td>PRSS0202A</td>
<td>MAINTAIN WORKPLACE SAFETY</td>
<td>16</td>
</tr>
<tr>
<td>PRSS0203A</td>
<td>WORK EFFECTIVELY IN THE SECURITY INDUSTRY</td>
<td>40</td>
</tr>
<tr>
<td>PRSTS207A</td>
<td>PERFORM ROUTINE MAINTENANCE</td>
<td>30</td>
</tr>
<tr>
<td>ICTC136B</td>
<td>INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSTS204A</td>
<td>INSTALL CCTV EQUIPMENT/SYSTEM</td>
<td>30</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN CIVIL CONSTRUCTION SUPERVISION
Course Code: RII40206

Campus: Sunshine.

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

Careers: Foreman, Site Supervisor, Works Supervisor.

Course Selection Processes: Direct Entry

Course Structure: 40 weeks/1 year. Part-time, Flexible delivery. Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIICC401A</td>
<td>SUPERVISE CIVIL WORKS</td>
<td>80</td>
</tr>
<tr>
<td>BSBCCM411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM405B</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM412A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
<td>50</td>
</tr>
<tr>
<td>MNQGEN400A</td>
<td>APPLY SITE RISK MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

(a) Elective Units of Study

A minimum of seven elective units to be completed made up of: - a minimum of two units from the specified Civil Construction General Operations units listed - a minimum of two units from the specified Civil Construction Technical Specialist units listed - a maximum of one unit, relevant to the job function, drawn from elsewhere in the Resources and Infrastructure Civil Construction Training Package or other endorsed Training Packages at any level.
CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR
Course Code: UEE20507
Campus: Footscray Nicholson, Sunshine.

Course Objectives: Students will complete units of study aligned with industry certification for PC assembly. They will have the skills and knowledge to enter higher qualifications in the area of computer hardware.

Careers: Graduates of this course could be employed in the following areas: PC assembly and repairs, computer and electronics sales and sales support, computer installations this course is a pathway into higher studies in electrotechnology.

Course Selection Processes: Direct Entry Written Application

Course Structure: Students must successfully complete all 9 core units and stream core competency electives giving a unit strand total 2 from Schedule 2 as prescribed. Students must successfully complete all 9 core units and stream core competency electives giving a unit strand total 2 from Schedule 2 as prescribed.

Core Units of Study
- UEENEED002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80
- UEENEED004B USE ENGINEERING APPLICATIONS SOFTWARE 40
- UEENEED043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40
- UEENEED046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK 40
- UEENEEE001B APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEENEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEENEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEENEEE004B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40
- UEENEEE005B FIX AND SECURE EQUIPMENT 20
- UEENEEE008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
- UEENEEE037B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY 20
- UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20

Elective Units of Study
- UEENEEC001B MAINTAIN DOCUMENTATION 20
- UEENEEC002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
- UEENEEC008B RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK 20
- UEENEEC010B DELIVER A SERVICE TO CUSTOMERS 20
- UEENED001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
- UEENEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
- UEENEX042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
- UEENED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE 120
- UEENEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEENEA001B ASSEMBLE ELECTRONIC APPARATUS 40
- UEENEE048B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
- UEENEE078B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEENEE019B SOLVE PROBLEMS IN MULTIPLE PATH A. C. CIRCUITS 40
- UEENEE005B FIX AND SECURE EQUIPMENT 20

CERTIFICATE II IN RENEWABLE ENERGY
Course Code: UEE21507
Campus: Sunshine, Industry.

Course Objectives: This qualification provides competencies to select, assemble, set up and maintain simple equipment and systems to a prescribed routine.

Careers: Students completing this course will be able to commence work within the green renewable energy sector

Course Duration: 0.5 years

Selection Processes: Direct Entry Employer Choice Interview

Course Structure: The requirements for awarding this qualification are that the following are successfully achieved: - All of the Core competency standard units; - 1 Stream Core competency standard unit; - 6 Elective competency standard units as prescribed in the respective Schedule; and - All the required prerequisite competency standard units have been met as required. Core Competency Standards Units

- UEENEEE001B APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEENEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEENEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEENEEE004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
- UEENEEE005B FIX AND SECURE EQUIPMENT 20
- UEENEEE008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
- UEENEEE037B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY 20
- UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
- UEENEEK023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS 60
- UEENEEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS 20

Stream Core Competency Standards Units
- UEENEEC001B MAINTAIN DOCUMENTATION 20
- UEENEEC002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
- UEENEEC008B RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK 20
- UEENEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
- UEENEX042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
- UEENEEE001B APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEENEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEENEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEENEEE004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
- UEENEEE005B FIX AND SECURE EQUIPMENT 20
- UEENEEE008B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
- UEENEEE037B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY 20
- UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
- UEENEEK023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS 60
- UEENEEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS 20

Elective Competency Standards Units

In accordance with Schedule 2 which forms an integral part of this qualification, achieve a Unit Strand total of at least 6 as specified.

- UEENEE025C SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80
CERTIFICATE II IN SUSTAINABLE ENERGY (CAREER START)
Course Code: UEE22107
Campus: Sunshine, Industry.
Course Objectives: This qualification covers competencies for work entry program providing grounding in safety and basic skills and knowledge for work in any electrotechnology discipline.
Careers: Students completing this course will be able to commence work within the green renewable energy sector
Course Duration: 0.5 years
Selection Processes: Direct Entry Employer Choice Interview
Course Structure: The requirements for awarding this qualification are that the following are successfully achieved: - All of the Core competency standard units; - 1 Stream Core competency standard unit; - 6 Elective competency standard units as prescribed in the respective Schedule; and - All the required prerequisite competency standard units have been met as required. Core Competency Standard Units

UEENEEE001B  APPLY OHS PRACTICES IN THE WORKPLACE  20
UEENEEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEEK012B  PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES 40
UEENEEK013B  APPLY SUSTAINABLE ENERGY PRACTICE IN DAILY ACTIVITIES 100
UEENEEK014B  PROMOTE SUSTAINABLE ENERGY PRACTICE IN THE COMMUNITY 40

Stream Core Competency Standard Units
UEENEC001B  MAINTAIN DOCUMENTATION  20
UEENEC010B  DELIVER A SERVICE TO CUSTOMERS 20
UEENED001B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UEENEE020B  PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS  20
UEENEX042A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20

Elective Competency Standard Units
In accordance with Schedule 2 which forms an integral part of this qualification, achieve a Unit Strand total of at least 6 as specified.

CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN
Course Code: UEE30807
Campus: Sunshine.
Course Objectives: This course provides training for registered apprentices to become licensed electricians.
Careers: Graduates of this course would be employed as Licensed A Grade Electrician.
Course Selection Processes: Employer Choice/Use Choice (Apprenticeships)
Course Structure: Students must successfully complete all 17 core units, at least 2 stream core competency standard units as prescribed and the required electives to complete a unit strand total of 6 in Schedule 3. Core Units of Study

UEENEEC020B  PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES  20
UEENEEE001B  APPLY OHS PRACTICES IN THE WORKPLACE  20

UEENEEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS  40
UEENEEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS 40
UEENEEE005B  FIX AND SECURE EQUIPMENT 20
UEENEEE007B  USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
UEENEEE008B  LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
UEENEEE033B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
UEENEEG001B  SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
UEENEEG002B  SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
UEENEEG003B  INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS 80
UEENEEG004B  INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT 80
UEENEEG005B  VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS 40
UEENEEG007B  SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS 120
UEENEEG008B  FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS 100
UEENEEG009B  DEVELOP AND CONNECT CONTROL CIRCUITS  60
UEENEC001B  MAINTAIN DOCUMENTATION  20
UEENEC002B  SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
UEENEC003B  PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS  20
UEENEC010B  DELIVER A SERVICE TO CUSTOMERS 20
UEENED001B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UEENEEF002B  LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES 120
UEENEEF002B  LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES 120
UEENED004B  USE ENGINEERING APPLICATIONS SOFTWARE  40
UEENED007B  DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET  60
UEENED026B  DESIGN A COMPUTER BASED CONTROL SYSTEM 120
UEENED027B  DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES 40
UEENED028B  DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES 60
UEENEEG035B  DIAGNOSE AND RECTIFY FAULTS IN A. C. MOTOR DRIVE SYSTEMS 80
SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY

UEENEEH001B  CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES 40

UEENEEH002B  CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS 40

UEENEEH003B  CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT 120

UEENEEH004B  SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT 40

UEENEEH005B  VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS 40

UEENEEH006B  ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES 120

UEENEEH007B  CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT 120

UEENEEH008B  SET UP AND TEST GAMING/GAMES EQUIPMENT 60

UEENEEH009B  INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS 120

UEENEEH010B  TROUBLESHOOT D. C. POWER SUPPLIES WITH SINGLE PHASE INPUT 40

UEENEEH011B  TROUBLESHOOT DIGITAL SUBSYSTEMS 80

UEENEEH012B  TROUBLESHOOT AMPLIFIERS 80

UEENEEH013B  TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS 80

UEENEEH014B  DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS 60

UEENEEH015B  DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS 60

UEENEEH016B  FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS 40

UEENEEH017B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS 120

UEENEEH018B  FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS 40

UEENEEH019B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS 120

UEENEEH020B  FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT 80

UEENEEH021B  FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT 120

UEENEEH022B  FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS 60

UEENEEH023B  FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS 40

UEENEEH024B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS 40

UEENEEH025B  PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS 60

UEENEEH026B  PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS 60

UEENEEH027B  COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS 60

UEENEEH028B  INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES 60

UEENEEH029B  DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS 60

UEENEEH030B  DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS 60

UEENEEH031B  DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS 120

UEENEEH032B  DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS 60

UEENEEH033B  DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS 60

UEENEEH034B  DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT 120

UEENEEH035B  DESIGN CUSTOM ELECTRONIC INSTALLATIONS 120

UEENEEH036B  DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS 120

UEENEEH037B  PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS 40

UEENEEH038B  FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES 40

UEENEEH039B  TROUBLESHOOT BASIC AMPLIFIERS 40

UEENEEH040B  DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS 120

UEENEEH041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40

UEENEEH042B  TROUBLESHOOT OSCILLATORS 40

UEENEEH043B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS 60

UEENEEH044B  DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS 60

UEENEEH045B  DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS 60

UEENEEH046B  SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS 40

UEENEEH047B  ASSESS COMPLIANCE OF ELECTRONIC APPARATUS 60

UEENEEH048B  DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS 40

UEENEEH049B  DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS 60

UEENEEH050B  ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS 80

UEENEEH051B  INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS 100

UEENEEH052B  ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS 40

UEENEEH053B  PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS 120

UEENEEH054B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS 60

UEENEEH055B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS 60

UEENEEH056B  PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS 60

UEENEEH057B  DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN 40

UEENEEH058B  DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE 60

UEENEEH059B  DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS 60

UEENEEH060B  PLAN ELECTRONIC PROJECTS 60

UEENEEH061B  POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS 40

UEENEEH062B  VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION SYSTEMS 40

UEENEEH063B  ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS 40

UEENEEH064B  COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS 40

UEENEEH065B  FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS 40
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>UEENEEH066B</td>
<td>Fault Find Microcontroller Based Hardware</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH067B</td>
<td>Commission Electronics and Communications Systems</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEH068B</td>
<td>Modify-Redesign of Electronics and Communications Systems</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEH069B</td>
<td>Solve Problems in Electronic Circuits</td>
<td>100</td>
</tr>
<tr>
<td>UEENEEH070B</td>
<td>Terminate and Connect Components, Conductors, Wiring, and Cables for Electronic Circuits</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH071B</td>
<td>Find and Repair Faults in Television Receivers</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEH072B</td>
<td>Find and Repair Faults in Communication Systems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH073B</td>
<td>Find and Repair Faults in Professional Audio Reproduction Components</td>
<td>120</td>
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<tr>
<td>UEENEEH074B</td>
<td>Find and Repair Faults in Audio/Video Recording Equipment</td>
<td>0</td>
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<tr>
<td>UEENEEH075B</td>
<td>Find and Rectify Faults and Malfunctions in Security System Installations</td>
<td>60</td>
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<tr>
<td>UEENEEH076B</td>
<td>Diagnose and Rectify Faults in Display Circuits</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEH077B</td>
<td>Diagnose and Rectify Faults in Recording and Replay Apparatus</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEH078B</td>
<td>Diagnose and Rectify Faults in Camera Circuits</td>
<td>60</td>
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<tr>
<td>UEENEEH079B</td>
<td>Diagnose and Rectify Faults in Digital Television Apparatus</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH080B</td>
<td>Diagnose and Rectify Faults in Digital Transmission Systems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEH081B</td>
<td>Design Printed Circuit Boards</td>
<td>40</td>
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<tr>
<td>UEENEEH082B</td>
<td>Develop Solutions to RF Amplifiers Problems</td>
<td>40</td>
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<tr>
<td>UEENEEH083B</td>
<td>Analyse the Performance of Wireless-Based Electronic Systems</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEH084B</td>
<td>Modify DSP Based Sub-Systems</td>
<td>80</td>
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<tr>
<td>UEENEEH085B</td>
<td>Design a Signal-Conditioning Subsystem</td>
<td>80</td>
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<tr>
<td>UEENEEEI001B</td>
<td>Install and Set Up Transducers and Sensing Devices</td>
<td>40</td>
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<tr>
<td>UEENEEK010B</td>
<td>Co-ordinate Maintenance of Renewable Energy Apparatus and Systems</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEK022B</td>
<td>Plan Renewable Energy Projects</td>
<td>60</td>
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<tr>
<td>UEENEEK023B</td>
<td>Carry Out Basic Repairs to Renewable Energy Apparatus by Replacement of Components</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK024B</td>
<td>Assemble and Set Up Photovoltaic Apparatus in Domestic Dwellings</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEK025B</td>
<td>Solve Basic Problems in Photovoltaic Energy Apparatus</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEK026B</td>
<td>Install and Set Up Grid Connected Photovoltaic Power Systems</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEK027B</td>
<td>Diagnose Faults in Renewable Energy Control Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK028B</td>
<td>Solve Basic Problems in Stand-Alone Renewable Energy Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK029B</td>
<td>Design Renewable Energy Heating Systems</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEK030B</td>
<td>Solve Basic Problems in Wind Energy Conversion Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK031B</td>
<td>Design Wind Energy Conversion Systems Rated to 10 KW</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK032B</td>
<td>Develop Strategies to Address Sustainability Issues</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEK033B</td>
<td>Design Hybrid Power Systems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEEK034B</td>
<td>Install Stand-Alone Photovoltaic Power Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK035B</td>
<td>Design Grid Connected Power Supply Systems</td>
<td>120</td>
</tr>
<tr>
<td>UEENEEK036B</td>
<td>Prepare Grid Connected Photovoltaic Power Systems for LV Connection</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEK040B</td>
<td>Develop Engineering Solutions to Renewable Energy Problems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK041B</td>
<td>Develop Strategies for Effective Energy Reduction in Buildings</td>
<td>60</td>
</tr>
<tr>
<td>UEENEMO001B</td>
<td>Report on the Integrity of Explosion Protected Equipment in Hazardous Areas</td>
<td>20</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING**

**Course Code:** UEE60107

**Campus:** Sunshine.

**Course Objectives:** This qualification provides enabling competencies to design and validate/evaluate electrical equipment and systems and provide technical advice/sales. Competencies are mapped to several industry certifications that can be incorporated to ensure graduates are “job ready”.

**Careers:** Graduates of this course would be employed as electronics technician, electrical technician, technical officer (electrical), electrical engineer.

**Course Duration:** 2 years

**Selection Processes:** Direct Entry VTAC

**Course Structure** 2 years. Full-time, Part-time. All of the Core competency standard units from either option 1 or 2 - VU will deliver option 2; - The required number of Stream Core competency standard units (2); - The required number of Elective competency standard units as prescribed in the respective Schedule; - In accordance with Schedules 3, 4, 5 and 6 which forms an integral part of this qualification, achieve a Unit Strand Total of at least 41 of which at least 14 shall be selected from Schedule 6, and at least 14 from schedule 5 and not more than 7 from Schedule 4 as specified.

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEENEEE001B</td>
<td>Apply OHS Practices in the Workplace</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEE002B</td>
<td>Disassemble, Assemble and Fabricate Electrotechnology Components</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEE003B</td>
<td>Solve Problems in Extra-Low Voltage Single Path Circuits</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEE004B</td>
<td>Solve Problems in Multiple Path D. C. Circuits</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEE005B</td>
<td>Fix and Secure Equipment</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEE007B</td>
<td>Use Drawings, Diagrams, Schedules and Manuals</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEE008B</td>
<td>Lay Wiring and Terminate Accessories for Extra-Low Voltage Circuits</td>
<td>40</td>
</tr>
<tr>
<td>UEENEEE011B</td>
<td>Manage Risk in Electrotechnology Activities</td>
<td>100</td>
</tr>
<tr>
<td>UEENEEE017B</td>
<td>Implement and Monitor OHS Policies and Procedures</td>
<td>20</td>
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<tr>
<td>UEENEEE024B</td>
<td>Compile and Produce an Electrotechnology Report</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEE033B</td>
<td>Document Occupational Hazards and Risks in Electrical</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEE038B</td>
<td>Participate in Development and follow a Personal Competency Development Plan</td>
<td>20</td>
</tr>
</tbody>
</table>
### School of Engineering and Electrotechnology

#### UEENE046B
**Identify Effects of Energy on Machinery and Materials in an Electrotechnology Environment**
- Credit: 120

#### UEENE047B
**Identify Building Techniques, Methods and Materials Used in Electrotechnology Work Activities**
- Credit: 120

#### UEENE050B
**Undertake Computations in an Electrotechnology Environment**
- Credit: 120

#### UEENE071B
**Write Specifications for Electrical Engineering Projects**
- Credit: 40

#### UEENEEG001B
**Solve Problems in Electromagnetic Circuits**
- Credit: 60

#### UEENEEG002B
**Solve Problems in Single and Three Phase Low Voltage Circuits**
- Credit: 80

#### UEENEEG007B
**Select and Arrange Equipment for General Electrical Installations**
- Credit: 120

#### UEENEEG047B
**Provide Computational Solutions to Power Engineering Problems**
- Credit: 60

#### UEENEEG048B
**Solve Problems in Complex Multiple Path Power Circuits**
- Credit: 60

#### UEENEEG049B
**Solve Problems in Complex Polyphase Power Circuits**
- Credit: 60

#### UEENEEG069B
**Manage Electrical Projects**
- Credit: 40

#### UEENEEG070B
**Plan Electrical Projects**
- Credit: 60

#### Stream Core Competency Standard Units

At least 2 of the following competency standard units to be achieved:

- **BSBFLM503B** Manage Effective Workplace Relationships
  - Credit: 60

- **BSBFLM506B** Manage Workplace Information Systems
  - Credit: 60

- **BSBFLM509B** Facilitate Continuous Improvement
  - Credit: 60

- **BSBFLM510B** Facilitate and Capitalise on Change and Innovation
  - Credit: 60

- **BSBFLM512B** Ensure Team Effectiveness
  - Credit: 60

#### Elective Units of Study

In accordance with Schedules 3, 4, 5 and 6 which forms an integral part of this qualification, achieve a Unit Strand Total of at least 41 of which at least 14 shall be selected from Schedule 6, and at least 14 from schedule 5 and not more than 7 from Schedule 4 as specified.

- **UEENEEM001B** Report on the Integrity of Explosion Protected Equipment in Hazardous Areas
  - Credit: 20

- **UEENEEM002B** Attend to Breakdowns in Hazardous Areas
  - Credit: 20

- **UEENEEM003B** Use and Maintain the Integrity of Portable Gas Detection Devices
  - Credit: 20

- **UEENEEM004B** Install Explosion-Protected Equipment and Wiring Systems
  - Credit: 60

- **UEENEEM005B** Install and Maintain Integrity of Fixed Gas Detection Equipment
  - Credit: 20

- **UEENEEM006B** Maintain Equipment in Hazardous Areas
  - Credit: 60

- **UEENEEM007B** Overhaul and Repair Explosion Protected Equipment
  - Credit: 60

- **UEENEEM008B** Assess Explosion Protected Equipment for Compliance with Standards
  - Credit: 40

- **UEENEEM009B** Test Installations in Hazardous Areas
  - Credit: 40

- **UEENEEM010B** Conduct Close Inspection of Existing Hazardous Areas Installations
  - Credit: 20

- **UEENEEM011B** Conduct Detailed Inspection of Hazardous Areas Installations
  - Credit: 40

- **UEENEEM012B** Develop and Manage Maintenance Programs for Hazardous Areas Electrical Equipment
  - Credit: 20

- **UEENEEM013B** Ensure the Safety of Hazardous Areas
  - Credit: 20

- **UEENEEM014B** Design and Develop Modifications to Explosion Protected Equipment
  - Credit: 40

- **UEENEEM015B** Classify Hazardous Areas
  - Credit: 40

- **UEENEEM016B** Design Electrical Installations in Hazardous Areas
  - Credit: 20

- **UEENEEM017B** Design Explosion Protected Electrical Systems
  - Credit: 20

- **UEENEED007B** Develop, Enter and Verify Programs for Programmable Logic Controllers Using Ladder Instruction Set
  - Credit: 60

- **UEENEED026B** Develop Structured Programs to Control External Devices
  - Credit: 40

- **UEENEED027B** Solve Problems in Complex Polyphase Power Circuits
  - Credit: 60

- **UEENEED028B** Solve Problems in Complex Multiple Path Power Circuits
  - Credit: 60

- **UEENEED029B** Manage Effective Workplace Relationships
  - Credit: 60

- **UEENEED030B** Manage Workplace Information Systems
  - Credit: 60

- **UEENEED031B** Facilitate Continuous Improvement
  - Credit: 60

- **UEENEED032B** Facilitate and Capitalise on Change and Innovation
  - Credit: 60

- **UEENEED033B** Ensure Team Effectiveness
  - Credit: 60

- **UEENEEM018B** Carry Out Basic Repairs to Computer Equipment by Replacement of Modules/Sub-Assemblies
  - Credit: 40

- **UEENEEM019B** Carry Out Basic Repairs to Electronic Apparatus by Replacement of Components
  - Credit: 40

- **UEENEEM020B** Carry Out Routine Repairs to Business Equipment
  - Credit: 120

- **UEENEEM021B** Carry Out Routine Repairs to Residential Audio/Video Equipment
  - Credit: 40

- **UEENEEM022B** Verify Compliance and Functionality of Custom Electronic Installations
  - Credit: 40

- **UEENEEM023B** Assemble and Set Up Fixed Audio/Video Components and Systems in Buildings and Premises
  - Credit: 120

- **UEENEEM024B** Carry Out Repairs of Predictable Faults in General Electronic Apparatus
  - Credit: 40

- **UEENEEM025B** Assemble and Erect Reception Antennae and Signal Distribution Equipment
  - Credit: 60

- **UEENEEM026B** Set up and Test Commercial Audio/Video System Components
  - Credit: 120

- **UEENEEM027B** Troubleshoot D. C. Power Supplies with Single Phase Input
  - Credit: 40

- **UEENEEM028B** Troubleshoot Digital Subsystems
  - Credit: 80

- **UEENEEM029B** Troubleshoot Amplifiers
  - Credit: 80

- **UEENEEM030B** Troubleshoot Frequency Dependent Circuits
  - Credit: 80

- **UEENEEM031B** Develop Software Solutions in Microcontroller Based Systems
  - Credit: 60

- **UEENEEM032B** Find and Repair Faults in the Microwave Amplifier Sections in Electronic Apparatus
  - Credit: 40

- **UEENEEM033B** Carry Out Repairs of Predictable Faults in Audio and Video Playback/Recording Apparatus
  - Credit: 120

- **UEENEEM034B** Find and Repair Faults in Electronic Apparatus
  - Credit: 40

- **UEENEEM035B** Carry Out Repairs of Predictable Faults in Television Receivers
  - Credit: 120

- **UEENEEM036B** Find and Repair Faults in Gaming and Games Equipment
  - Credit: 80

- **UEENEEM037B** Find and Repair Faults in High Volume Office Equipment
  - Credit: 120
UEENEEH022B  FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS 60
UEENEEH023B  FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS 40
UEENEEH024B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS 40
UEENEEH025B  PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS 60
UEENEEH026B  PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS 60
UEENEEH027B  COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEIPTION SYSTEMS 60
UEENEEH028B  INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES 60
UEENEEH029B  DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS 60
UEENEEH030B  DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS 120
UEENEEH031B  DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS 120
UEENEEH032B  DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS 60
UEENEEH033B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS AND SYSTEMS 80
UEENEEH034B  DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT 120
UEENEEH035B  DESIGN CUSTOM ELECTRONIC INSTALLATIONS 120
UEENEEH036B  DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS 120
UEENEEH037B  PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS 40
UEENEEH038B  FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES 40
UEENEEH039B  TROUBLESHOOT BASIC AMPLIFIERS 40
UEENEEH040B  DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS 120
UEENEEH041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40
UEENEEH042B  TROUBLESHOOT OSCILLATORS 40
UEENEEH043B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS 60
UEENEEH044B  DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS 60
UEENEEH045B  DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS 80
UEENEEH046B  SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS 40
UEENEEH047B  ASSESS COMPLIANCE OF ELECTRONIC APPARATUS 60
UEENEEH048B  DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS 40
UEENEEH049B  DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS 60
UEENEEH050B  ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS 80
UEENEEH051B  INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS 100
UEENEEH052B  ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS 40
UEENEEH053B  PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS 120
UEENEEH054B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS 60
UEENEEH055B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS 60
UEENEEH056B  PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS 60
UEENEEH057B  DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN 40
UEENEEH058B  DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE 40
UEENEEH059B  DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS 60
UEENEEH060B  PLAN ELECTRONIC PROJECTS 60
UEENEEH061B  POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS 40
UEENEEH062B  VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS 60
UEENEEH063B  ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS 40
UEENEEH064B  COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS 40
UEENEEH065B  FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS 40
UEENEEH066B  FAULT FIND MICROCONTROLLER BASED HARDWARE 40
UEENEEH067B  COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH068B  MODIFY-REDESIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS 20
UEENEEH069B  SOLVE PROBLEMS IN ELECTRONIC CIRCUITS 100
UEENEEH070B  TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS 40
UEENEEH071B  FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS 120
UEENEEH072B  FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS 80
UEENEEH073B  FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS 120
UEENEEH074B  FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT 0
UEENEEH075B  FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS 60
UEENEEH076B  DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS 60
UEENEEH077B  DIAGNOSE AND RECTIFY FAULTS IN RECODING AND REPLAY APPARATUS 60
UEENEEH078B  DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS 60
UEENEEH079B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS 80
UEENEEH080B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS 80
UEENEEH081B  DESIGN PRINTED CIRCUIT BOARDS 40
UEENEEH082B  DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS 40
UEENEEH083B  ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS 40
UEENEEH084B  MODIFY DSP BASED SUB-SYSTEMS 80
UEENEEH085B  DESIGN A SIGNAL-CONDITIONING SUBSYSTEM 80
UEENEEH086B  INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES 40
ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING (I)

Course Code: UEE64007

Campus: Footscray Nicholson, Sunshine.

Course Objectives: People gaining this qualification are able to design, validate/evaluate and administer computer networks and systems, manage risk, estimate and manage projects and provide technical advice/sales.

Careers: Graduates of this course could be employed in the following areas: MCSE & CCNE Systems/Network Administrator, ICT Network Specialist, ICT Security Specialist, IT Security Administrator, IT Security Analyst/Engineer, Network and Systems Manager, Network Engineer, Security Administrator, Web Administrator.

Course Selection Processes: Direct Entry VTAC Written Application

Course Structure: Students must successfully complete a minimum of 10 core units plus 2 stream cores, and either 21 electives as specified or 17 electives and 3 imported electives as specified in this application. Students must successfully complete a minimum of 10 core units plus 2 stream cores, and either 21 electives as specified or 17 electives and 3 imported electives as specified in this application.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Credit</th>
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</thead>
<tbody>
<tr>
<td>UEEENE010B</td>
<td>CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>UEEENE022B</td>
<td>PLAN RENEWABLE ENERGY PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE023B</td>
<td>CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE024B</td>
<td>ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS</td>
<td>20</td>
</tr>
<tr>
<td>UEEENE025B</td>
<td>SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE026B</td>
<td>INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE027B</td>
<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE028B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE029B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE030B</td>
<td>INSTALL AND SET UP GRID CONNECTED POWER SUPPLY SYSTEMS</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE031B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
<td>60</td>
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<tr>
<td>UEEENE032B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
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<tr>
<td>UEEENE033B</td>
<td>DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS</td>
<td>40</td>
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<tr>
<td>UEEENE035B</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES</td>
<td>20</td>
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<tr>
<td>UEEENE036B</td>
<td>CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR</td>
<td>20</td>
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<tr>
<td>UEEENE037B</td>
<td>PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN</td>
<td>20</td>
</tr>
<tr>
<td>UEEENE038B</td>
<td>CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>UEEENE039B</td>
<td>MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE040B</td>
<td>DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM506B</td>
<td>MANAGE WORKPLACE INFORMATION SYSTEMS</td>
<td>60</td>
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<tr>
<td>BSBFLM512B</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
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</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Unit Credit</th>
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<tbody>
<tr>
<td>UEEENE041B</td>
<td>DEVELOP OBJECT ORIENTED CODE</td>
<td>140</td>
</tr>
<tr>
<td>UEEENE042B</td>
<td>EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE</td>
<td>40</td>
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<tr>
<td>UEEENE043B</td>
<td>DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE044B</td>
<td>INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE045B</td>
<td>SET UP AND CREATE CONTENT FOR A WEB SERVER</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE046B</td>
<td>PLAN COMPUTER SYSTEMS PROJECT</td>
<td>60</td>
</tr>
<tr>
<td>UEEENE047B</td>
<td>ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE048B</td>
<td>DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE049B</td>
<td>DESIGN AND MANAGE ENTERPRISE NETWORKS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE050B</td>
<td>ADMINISTER USER NETWORKS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE051B</td>
<td>DEVELOP NETWORK SERVICES</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE052B</td>
<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS</td>
<td>120</td>
</tr>
<tr>
<td>UEEENE053B</td>
<td>INSTALL AND ADMINISTER UNIX BASED COMPUTERS</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE054B</td>
<td>INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK</td>
<td>80</td>
</tr>
<tr>
<td>UEEENE055B</td>
<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - WIRELESS LANS/WANS</td>
<td>100</td>
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<tr>
<td>UEEENE056B</td>
<td>DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - SECURITY</td>
<td>100</td>
</tr>
<tr>
<td>UEEENE057B</td>
<td>WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS</td>
<td>40</td>
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<tr>
<td>UEEENE058B</td>
<td>ESTIMATE ELECTROTECHNOLOGY PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE059B</td>
<td>INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE060B</td>
<td>SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>UEEENE061B</td>
<td>SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS</td>
<td>40</td>
</tr>
<tr>
<td>ICAI4029B</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAI5172B</td>
<td>IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK</td>
<td>40</td>
</tr>
<tr>
<td>ICAB4136B</td>
<td>USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA</td>
<td>60</td>
</tr>
</tbody>
</table>
# Advanced Diploma of Electrical - Technology (I)

**Course Code:** UEE61307  
**Campus:** Sunshine.

**Course Objectives:** This qualification provides enabling competencies to design and validate/evaluate electrical equipment and systems and provide technical advice/sales. Competencies are mapped to several industry certifications that can be incorporated to ensure graduates are "job ready".

**Careers:** Graduates of this course would be employed as electronics technician, technical officer(electrical), sales and sales support.

**Course Duration:** 2 years

**Selection Processes:** Direct Entry VTAC

**Course Structure** 2 years. Full-time, Part-time. - All of the Core competency standard units;  
- The required number of Stream Core competency standard units(3);  
- The required number of Elective competency standard units as prescribed in the respective Schedule; - In accordance with Schedules 3, 4, 5 and 6 which form in integral part of this qualification, achieve a Unit Strand Total of at least 50 of which at least 33 shall be selected from Schedule 5 or higher and not more than 18 from Schedule 4 as specified.  
- All the required prerequisite competency standard units have been met as required.

## Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENEED001B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
</tr>
</tbody>
</table>

## Competency Development Plan

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENEED046B</td>
<td>IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
</tr>
<tr>
<td>UENEED050B</td>
<td>UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT</td>
<td>120</td>
</tr>
<tr>
<td>UENEED001B</td>
<td>PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEED020B</td>
<td>PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEED048B</td>
<td>PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS</td>
<td>60</td>
</tr>
</tbody>
</table>

## Stream Core Competency Standard Units

At least 3 of the following competency standard units to be achieved

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENEED001B</td>
<td>USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>UENEED002B</td>
<td>SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
</tr>
<tr>
<td>UENEED003B</td>
<td>PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS</td>
<td>20</td>
</tr>
</tbody>
</table>

## Elective Units of Study

In accordance with Schedules 3, 4, 5 and 6 which form in integral part of this qualification, achieve a Unit Strand Total of at least 50 of which at least 33 shall be selected from Schedule 5 or higher and not more than 18 from Schedule 4 as specified.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENEEM001B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
<td>20</td>
</tr>
<tr>
<td>UENEEM002B</td>
<td>ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS</td>
<td>20</td>
</tr>
<tr>
<td>UENEEM003B</td>
<td>USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES</td>
<td>20</td>
</tr>
<tr>
<td>UENEEM004B</td>
<td>INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEEM005B</td>
<td>INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>UENEEM006B</td>
<td>MAINTAIN EQUIPMENT IN HAZARDOUS AREAS</td>
<td>60</td>
</tr>
<tr>
<td>UENEEM007B</td>
<td>OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT</td>
<td>60</td>
</tr>
<tr>
<td>UENEEM008B</td>
<td>ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEM009B</td>
<td>TEST INSTALLATIONS IN HAZARDOUS AREAS</td>
<td>40</td>
</tr>
<tr>
<td>UENEEM010B</td>
<td>CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS</td>
<td>20</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>UEENEEM011B</td>
<td>Conduct Detailed Inspection of Hazardous Areas Installations</td>
<td>40</td>
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<tr>
<td>UEENEEM012B</td>
<td>Develop and Manage Maintenance Programs for Hazardous Areas Electrical Equipment</td>
<td>20</td>
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<tr>
<td>UEENEEM013B</td>
<td>Ensure the Safety of Hazardous Areas</td>
<td>20</td>
</tr>
<tr>
<td>UEENEEM014B</td>
<td>Design and Develop Modifications to Explosion-Protected Equipment</td>
<td>40</td>
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<tr>
<td>UEENEEM016B</td>
<td>Design Electrical Installations in Hazardous Areas</td>
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<td>UEENEEM017B</td>
<td>Design Explosion-Protected Electrical Systems</td>
<td>20</td>
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<tr>
<td>UEENEED007B</td>
<td>Develop, Enter and Verify Programs for Programmable Logic Controllers Using Ladder Instruction Set</td>
<td>60</td>
</tr>
<tr>
<td>UEENEED026B</td>
<td>Design a Computer Based Control System</td>
<td>120</td>
</tr>
<tr>
<td>UEENEED027B</td>
<td>Develop Structured Programs to Control External Devices</td>
<td>40</td>
</tr>
<tr>
<td>UEENEED028B</td>
<td>Develop and Test Code for Microcontroller Devices</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEE020B</td>
<td>Provide Basic Instruction in the Use of Electrotechnology Apparatus</td>
<td>20</td>
</tr>
<tr>
<td>UEENEG035B</td>
<td>Diagnose and Rectify Faults in A. C. Motor Drive Systems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEH001B</td>
<td>Carry Out Basic Repairs to Computer Equipment by Replacement of Modules/Sub-Assemblies</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH002B</td>
<td>Carry Out Basic Repairs to Electronic Apparatus by Replacement of Components</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH003B</td>
<td>Carry Out Routine Repairs to Business Equipment</td>
<td>120</td>
</tr>
<tr>
<td>UEENEH004B</td>
<td>Set Up and Test Residential Audio/Videquipment</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH005B</td>
<td>Verify Compliance and Functionality of Custom Electronic Installations</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH006B</td>
<td>Assemble and Set Up Fixed Audio/Videocomponents and Systems in Buildings and Premises</td>
<td>120</td>
</tr>
<tr>
<td>UEENEH007B</td>
<td>Carry Out Repairs of Predictable Faults in General Electronic Apparatus</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH008B</td>
<td>Assemble and Erect Reception Antennae and Signal Distribution Equipment</td>
<td>60</td>
</tr>
<tr>
<td>UEENEH009B</td>
<td>Set Up and Test Gaming/Games Equipment</td>
<td>60</td>
</tr>
<tr>
<td>UEENEH010B</td>
<td>Install Commercial Audio/Videocomponents</td>
<td>120</td>
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<tr>
<td>UEENEH011B</td>
<td>Troubleshoot D. C. Power Supplies with Single Phase Input</td>
<td>40</td>
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<tr>
<td>UEENEH012B</td>
<td>Troubleshoot Digital Subsystems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEH013B</td>
<td>Troubleshoot Amplifiers</td>
<td>80</td>
</tr>
<tr>
<td>UEENEH014B</td>
<td>Troubleshoot Frequency Dependent Circuits</td>
<td>80</td>
</tr>
<tr>
<td>UEENEH015B</td>
<td>Develop Software Solutions in Microcontroller Based Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEH016B</td>
<td>Find and Repair Faults in the Microwave Amplifier Sections in Electronic Apparatus</td>
<td>40</td>
</tr>
<tr>
<td>UEENEH017B</td>
<td>Carry Out Repairs of Predictable Faults in Audio and Video Replay/Recording Apparatus</td>
<td>120</td>
</tr>
<tr>
<td>UEENEH018B</td>
<td>Find and Repair Faults in Electronic Apparatus</td>
<td>40</td>
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<tr>
<td>UEENEH019B</td>
<td>Carry Out Repairs of Predictable Faults in Television</td>
<td></td>
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<tr>
<td>UEENEE020B</td>
<td>Find and Repair Faults in Gaming and Games Equipment</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE021B</td>
<td>Find and Repair Faults in High Volume Office Equipment</td>
<td>80</td>
</tr>
<tr>
<td>UEENEE022B</td>
<td>Find and Repair Faults in Remote Control Apparatus</td>
<td>60</td>
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<tr>
<td>UEENEE023B</td>
<td>Find and Repair Faults in Microwave Heating Apparatus</td>
<td>40</td>
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<tr>
<td>UEENEE024B</td>
<td>Carry Out Repairs of Predictable Faults in Audio Components</td>
<td>40</td>
</tr>
<tr>
<td>UEENEE025B</td>
<td>Provide Solutions to Single Phase Electronic Power Control Problems</td>
<td>60</td>
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<tr>
<td>UEENEE026B</td>
<td>Provide Solutions to Polyphase Electronic Power Control Problems</td>
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</tr>
<tr>
<td>UEENEE027B</td>
<td>Commission Commercial Radio Frequency (RF) Transmission and Reception Systems</td>
<td>60</td>
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<tr>
<td>UEENEE028B</td>
<td>Install Microwave and Antennae and Waveguides</td>
<td>60</td>
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<tr>
<td>UEENEE029B</td>
<td>Diagnose and Rectify Faults in Navigation Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE030B</td>
<td>Diagnose and Rectify Faults in Satellite-Based Surveillance and Observation Systems</td>
<td>60</td>
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<tr>
<td>UEENEE031B</td>
<td>Diagnose and Rectify Faults in Radar Apparatus and Systems</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE032B</td>
<td>Diagnose and Rectify Faults in Global Positioning Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE033B</td>
<td>Diagnose and Rectify Faults in Telecommunication Apparatus and Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE034B</td>
<td>Diagnose and Rectify Faults in Electronic Medical Equipment</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE035B</td>
<td>Design Custom Electronic Installations</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE036B</td>
<td>Design Commercial Audio/Video Installations</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE037B</td>
<td>Program and Commission Commercial Audio/Video Systems</td>
<td>40</td>
</tr>
<tr>
<td>UEENEE038B</td>
<td>Find and Repair Faults in Complex Power Supplies</td>
<td>40</td>
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<tr>
<td>UEENEE039B</td>
<td>Troubleshoot Basic Amplifiers</td>
<td>40</td>
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<tr>
<td>UEENEE040B</td>
<td>Diagnose and Rectify Faults in Sonar Apparatus and Systems</td>
<td>120</td>
</tr>
<tr>
<td>UEENEE041B</td>
<td>Manage Electronics/Computer Systems Projects</td>
<td>40</td>
</tr>
<tr>
<td>UEENEE042B</td>
<td>Troubleshoot Oscillators</td>
<td>40</td>
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<tr>
<td>UEENEE043B</td>
<td>Diagnose and Rectify Faults in Digital Subsystems of Electronic Controls</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE044B</td>
<td>Diagnose and Rectify Faults in Analogue Circuits and Components in Electronic Control Systems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE045B</td>
<td>Develop Solutions to Analogue Electronic Problems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE046B</td>
<td>Solve Fundamental Problems in Electronic Communications Systems</td>
<td>80</td>
</tr>
<tr>
<td>UEENEE047B</td>
<td>Assess Compliance of Electronic Apparatus</td>
<td>40</td>
</tr>
<tr>
<td>UEENEE048B</td>
<td>Design and Develop Advanced Digital Systems</td>
<td>40</td>
</tr>
<tr>
<td>UEENEE049B</td>
<td>Develop Solutions to Audio Electronic Problems</td>
<td>60</td>
</tr>
<tr>
<td>UEENEE050B</td>
<td>Assemble and Set Up Basic Wired and Wireless Security Systems</td>
<td>80</td>
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<tr>
<td>UEENEE051B</td>
<td>Install Large Wired and Wireless Security Systems</td>
<td>100</td>
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<td>Course Code</td>
<td>Course Description</td>
<td>Credits</td>
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<td>UEENEEH052B</td>
<td>ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH053B</td>
<td>PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEH054B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH055B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH056B</td>
<td>PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH057B</td>
<td>DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN</td>
<td>40</td>
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<tr>
<td>UEENEEH058B</td>
<td>DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE</td>
<td>40</td>
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<tr>
<td>UEENEEH059B</td>
<td>DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEH060B</td>
<td>PLAN ELECTRONIC PROJECTS</td>
<td>60</td>
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<tr>
<td>UEENEEH061B</td>
<td>POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS</td>
<td>40</td>
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<tr>
<td>UEENEEH062B</td>
<td>VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS</td>
<td>60</td>
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<tr>
<td>UEENEEH063B</td>
<td>ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH064B</td>
<td>COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH065B</td>
<td>FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEH066B</td>
<td>FAULT FIND MICROCONTROLLER BASED HARDWARE</td>
<td>40</td>
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<tr>
<td>UEENEEH067B</td>
<td>COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEENEEH068B</td>
<td>MODIFY-REDISEIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS</td>
<td>20</td>
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<tr>
<td>UEENEEH069B</td>
<td>SOLVE PROBLEMS IN ELECTRONIC CIRCUITS</td>
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<tr>
<td>UEENEEH070B</td>
<td>ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS</td>
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<tr>
<td>UEENEEH071B</td>
<td>TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS</td>
<td>40</td>
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<tr>
<td>UEENEEH072B</td>
<td>FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS</td>
<td>120</td>
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<tr>
<td>UEENEEH073B</td>
<td>FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEENEEH074B</td>
<td>FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS</td>
<td>120</td>
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<tr>
<td>UEENEEH075B</td>
<td>FIND AND REPAIR FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT</td>
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<td>UEENEEH076B</td>
<td>FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS</td>
<td>60</td>
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<tr>
<td>UEENEEH077B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS</td>
<td>60</td>
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<td>UEENEEH078B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS</td>
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<td>UEENEEH079B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN CAMERA CIRCUITS</td>
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<td>UEENEEH080B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS</td>
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<td>UEENEEH081B</td>
<td>DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS</td>
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<tr>
<td>UEENEEH082B</td>
<td>DESIGN PRINTED CIRCUIT BOARDS</td>
<td>40</td>
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<td>UEENEEH083B</td>
<td>DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS</td>
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<tr>
<td>UEENEEH084B</td>
<td>MODIFY DSP BASED SUB-SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEENEEH085B</td>
<td>DESIGN A SIGNAL-CONDITIONING SUBSYSTEM</td>
<td>80</td>
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<tr>
<td>UEENEEH086B</td>
<td>INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES</td>
<td>40</td>
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<tr>
<td>UEENEEK010B</td>
<td>PLAN RENEWABLE ENERGY PROJECTS</td>
<td>60</td>
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<tr>
<td>UEENEEK024B</td>
<td>ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS</td>
<td>20</td>
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<tr>
<td>UEENEEK025B</td>
<td>SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS</td>
<td>80</td>
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<tr>
<td>UEENEEK026B</td>
<td>INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS</td>
<td>40</td>
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<tr>
<td>UEENEEK027B</td>
<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK028B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UEENEEK029B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEK030B</td>
<td>SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK031B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
<td>60</td>
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<tr>
<td>UEENEEK032B</td>
<td>DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES</td>
<td>20</td>
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<tr>
<td>UEENEEK033B</td>
<td>DESIGN HYBRID POWER SYSTEMS</td>
<td>80</td>
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<tr>
<td>UEENEEK034B</td>
<td>INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK035B</td>
<td>DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS</td>
<td>120</td>
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<tr>
<td>UEENEEK036B</td>
<td>PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION</td>
<td>40</td>
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<tr>
<td>UEENEEK040B</td>
<td>DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS</td>
<td>60</td>
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<tr>
<td>UEENEEK041B</td>
<td>DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS</td>
<td>60</td>
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<tr>
<td>UEENEEEM001B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
<td>20</td>
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</tbody>
</table>

**CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS ELECTRICIAN**

**Course Code:** UTE31199

This course is for Continuing students only.

**Campus:** Sunshine.

**About this course:** This course provides students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems.

**Course Objectives:** The course provides students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry.

**Careers:** Graduates may be eligible for an Electrical licence by applying to the Office of the Chief Electrical Inspector.

**Course Admission Requirements Year 12:** -

**Admission Requirements International:** -
Admission Requirements Mature Age:

Admission Requirements VET:

Admission Requirements Other: To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: This course is 3 years part-time, 1 day per week. Part-time Core Units of Study

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS 52
UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION) 20
UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE) 20
UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL) 180
UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL) 180
UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL) 180

Specialisation Units of Study

A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations: control;
energy supply;
fire protection;
installation and servicing;
motorcycle installation;
motorcycle maintenance;
plant servicing;
process;
signalling(rail);
having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units of Study

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

ADVANCED DIPLOMA OF ELECTRONIC ENGINEERING

Course Code: UTE60399

Campus: Sunshine.

This course is for Continuing students only.

About this course: This course provides students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced electronic equipment and systems used in assembly, entertainment and defence situations.

Course Objectives: Provide skills and knowledge carry out repairs on advanced electronic equipment and systems. The training is for the Electronics industry at the technician and para-professional levels.

Careers: Graduates find employment in communications, industrial and consumer electronics, and computer hardware and software.

Course Admission Requirements Year 12:

Admission Requirements International:

Admission Requirements Mature Age:

Admission Requirements VET:

Admission Requirements Other: To qualify for admission to the course, applicants must: have successfully completed year 11 or equivalent; be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Processes: Direct Entry VTAC

Course Structure: The course is 600 nominal hours full-time or part-time. Full-time and part-time basis. Core Units of Study

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS AND CIRCUITS (ELECTRONICS) 180
UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS) 180
UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS AND CIRCUITS (ELECTRONICS) 200

Specialisation Units of Study(20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams-
Analogue and Digital
Communications
Medical Equipment
Having regard to the units listed in the Electrotechnology Industry Training Package UTE99, ANTA 1999.

Elective Units of Study(20 nominal hours)

A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, ANTA 1999.
UNITS

Below are subject details for courses offered by the School of Engineering and Electrotechnology in 2011. IMPORTANT NOTICE: 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.

AUM5301A PRODUCE DRAWINGS MANUALLY

Locations: Sunshine.

Descriptions: This unit identifies the competence required to: Produce drawings, using manual drafting techniques, required in the design, development and production of bus/truck/trailers.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS


Prerequisites: BCCCA1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Descriptions: This unit specifies the competency required to safely and effectively identify, select and use hand and power tools to aid in the completion of tasks. It includes the minimum criteria for competency assessment. This unit includes basic maintenance, checking and reporting of damage or faults

Nominal Hours: 80

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU

Assessment: Project work; Workplace assessment; Practical projects; and/or RPL.

ICTTC009D PLACE, SECURE AND TERMINATE STRUCTURED CABLE AND CERTIFY INSTALLATION

Locations: Sunshine.

Descriptions: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

Nominal Hours: 30

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC011D PLACE, SECURE AND TERMINATE COAXIAL CABLE

Locations: Sunshine.

Descriptions: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

ICTTC013D PERFORM AN ACCURATE CUSTOMER PREMISES CABLE AND SYSTEM TEST

Locations: Sunshine.

Descriptions: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.

Nominal Hours: 60

Required Reading: VU produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC065D SPLICE CARRIER/SERVICE PROVIDER OPTIC FIBRE CABLE

Locations: Sunshine.

Descriptions: This unit applies to all telecommunications applications including telephony, data, video and multi media.

Nominal Hours: 40

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICTTC068D INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING

Locations: Sunshine.

Descriptions: This unit relates to bringing a telecommunications service from the broader network to a customer’s premises. Installation of cabling within a building and installation of telecommunications connections within a building are dealt with in the Telecommunications Cabling National Competency Standards.

Nominal Hours: 60

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
ICTTC1538 WORK SAFELY NEAR POWER INFRASTRUCTURE

Locations: Sunshine.

Descriptions: This unit describes the requirements and conditions that must be met when telecommunications workers conduct operations in the vicinity of substantial safety hazards including work: - at heights - near electrical distribution infrastructure, radiation devices or other services - in confined spaces (Assessors - see note on confined spaces in Range Statement.)

Nominal Hours: 30
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LGAWORK404A MANAGE A CIVIL WORKS PROJECT

Locations: Sunshine.

Descriptions: This unit covers managing a civil works project within council areas. The unit addresses all aspects of planning, implementing and monitoring a civil works project through to completion, including the documentation required to support the project.

Nominal Hours: 80
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MCMS400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM

Locations: Sunshine.

Descriptions: This unit covers the knowledge and skills needed to implement competitive manufacturing practices. Generally, five areas drive competitive manufacturing: cost, quality, delivery, safety/environment, and morale. In a competitive manufacturing company systems will need to be implemented which drive continuous improvement in all these areas, without one area competing unduly with another.

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

MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING

Locations: Sunshine.

Descriptions: This unit covers the knowledge and skills needed to access planning software (often known as ERP, MRP, MRPII, and often by its brand name such as SAP etc) to make routine business decisions required of the person as a regular part of their job.

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

MCMT261A USE SCADA SYSTEMS IN MANUFACTURING

Locations: Sunshine.

Descriptions: This unit covers the knowledge and skills needed by an employee to interact with a System Control and Data Acquisition (SCADA) system as part of their job.

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

MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING

Locations: Sunshine.

Descriptions: This unit covers the knowledge and skills required by a team leader or technical expert to use and facilitate the use of planning software systems (known by various names such as ERP, SAP and MRP). This unit also covers the interactions of the person with a planning software system as they both use it for their own work and support their team members use it.

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

MCMT481A UNDERTAKE PROACTIVE MAINTENANCE ANALYSES

Locations: Sunshine.

Descriptions: This unit covers the skills needed for the most common forms of analyses associated with predictive maintenance strategies.

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

MEM05004C PERFORM ROUTINE OXY ACETYLENE WELDING

Locations: Sunshine.

Descriptions: This unit covers preparing materials and performing routine oxy acetylene welding.

Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM05005B  CARRY OUT MECHANICAL CUTTING
Locations: Sunshine.
Descriptions: This unit covers setting up and operating a range of mechanical cutting and holing equipment.
Nominal Hours: 20
Required Reading: VU Produced Workbooks

MEM05006B  PERFORM BRAZING AND/OR SILVER SOLDERING
Locations: Sunshine.
Descriptions: This unit covers performing brazing and silver soldering including the preparation of materials and equipment and the inspection of the completed work.
Nominal Hours: 20
Required Reading: VU Produced Workbooks

MEM05007C  PERFORM MANUAL HEATING & THERMAL CUTTING
Locations: Sunshine.
Descriptions: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.
Nominal Hours: 20
Required Reading: VU Produced Workbooks

MEM05008C  PERFORM ADV MANUAL THERMAL CUT, GOUG SHA
Locations: Sunshine.
Descriptions: This unit covers performing manual heating, thermal cutting and gouging to produce complex internal and external profiles. It includes the assembly/disassembly of plant and equipment, selection of settings and consumables and operation of the equipment.
Nominal Hours: 20
Required Reading: VU Produced Workbooks

MEM05009C  PERFORM AUTOMATED THERMAL CUTTING
Locations: Sunshine.
Descriptions: This unit covers setting up and using single and multi-headed automated thermal cutting machines.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05010B  APPLY FABRICATION, FORMING
Locations: Sunshine.
Descriptions: This unit covers applying the fabrication of shapes and products using a variety of forming and shaping techniques, using a variety of tools and equipment.
Nominal Hours: 80
Required Reading: Australian Standards - VU Produced Workshops
Assessment:

MEM05011C  ASSEMBLE FABRICATED COMPONENTS
Locations: Sunshine.
Descriptions: This unit covers assembling general fabricated components in plate, pipe and section or sheet.
Nominal Hours: 80
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05012C  PERFORM ROUTINE MANUAL METAL ARC WELDING
Locations: Sunshine.
Descriptions: This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM05013C  PERFORM MANUAL PRODUCTION WELDING

Locations: Sunshine.

Descriptions: This unit covers performing tacking or production welding, including spot welding using a range of methods and metallic and non-metallic materials in a production environment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05014C  MONITOR QUALITY OF PRODUCTION WELDING/FAB

Locations: Sunshine.

Descriptions: This unit covers performing basic inspection of completed or partly completed welded fabrications produced by others in a production environment.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05015C  WELD USING MANUAL METAL ARC WELD PROCESS

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the manual metal arc welding (MMAW), and inspecting for and correcting defects, in a range of fabrication activities.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05016C  PERFORM ADV WELD USING MAN METAL ARC

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced manual metal arc welding (MMAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05017C  WELD USING GAS METAL ARC WELDING PROCESS

Locations: Newport, Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up gas metal arc welding equipment, carrying out the welding, visually inspecting welds and correcting defects.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05018C  PERFORM ADV WELD USING GAS METAL ARC

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas metal arc welding (GMAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05019C  WELD USING GAS TUNGSTEN ARC WELD PROCESS

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the gas tungsten arc welding (GTAW), inspecting for and correcting defects.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05020C  PERFORM ADV WELD USING GAS TUNGSTEN ARC

Locations: Sunshine.
MEM05022C PERFORM ADV WELD USING OXY ACETYLENE WE

Locations: Sunshine.

Descriptions: This unit covers performing advanced oxy acetylene welding, carried out using a range of materials for general fabrication.

Nominal Hours: 60

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05023C WELD USING SUBMERGED ARC WELDING PROCESS

Locations: Sunshine.

Descriptions: This unit covers performing submerged arc welding, inspecting for and correcting defects, and maintaining weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05024B PERFORM WELDING SUPERVISION

Locations: Sunshine.

Descriptions: This unit covers instructing and qualifying welders in accordance with welding procedures, and maintaining quality and safety procedures.

Nominal Hours: 120

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05025C PERFORM WELDING/FABRICATION INSPECTION

Locations: Sunshine.

Descriptions: This unit covers performing welding/fabrication inspection by selecting, conducting or verifying appropriate nondestructive tests, establishing and validating welding procedures, ensuring quality assurance is carried out, and monitoring procedures.

Nominal Hours: 120

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05026B APPLY WELDING PRINCIPLES

Locations: Sunshine.

Descriptions: This unit covers applying welding principles to meet the statutory and regulatory requirements for welding procedures. It must be assessed in combination with one of the units satisfying Australian Standard 1796 Certificates 1 to 9.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05036C REPAIR/REPLACE/MODIFY FABRICATIONS

Locations: Sunshine.

Descriptions: This unit covers assessing task requirements; preparing materials; undertaking the repair, replacement or modification of the fabrication; cleaning and finishing to specifications; and inspecting the result.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05037B PERFORM GEOMETRIC DEVELOPMENT

Locations: Sunshine.

Descriptions: This unit covers marking out general fabrications using geometric development.

Nominal Hours: 60

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM05038B  PERFORM ADV GEOMETRIC DEVELOPMENT - CYLIND/REC

Locations: Sunshine.

Descriptions: This unit covers marking out complex cylindrical/rectangular fabrications.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05039B  PERFORM ADV GEOMETRIC DEVELOP - CONICAL

Locations: Sunshine.

Descriptions: This unit covers marking out complex conical fabrications using advanced geometric development techniques.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05040B  PERFORM ADV GEOMETRIC DEVELOP - TRANSITION

Locations: Sunshine.

Descriptions: This unit covers marking out complex fabrications using geometric development.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05041B  WELD USING POWDER FLAME SPRAYING

Locations: Sunshine.

Descriptions: This unit covers powder spraying, using hot and/or cold processes on a range of heavy or light materials.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05042B  PERFORM WELD TO CODE STAND USE FLUX COR

Locations: Sunshine.

Descriptions: This unit covers preparing and producing welds to code standards using flux core arc welding (FCAW).

Nominal Hours: 60

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05043B  PERFORMS WELDS TO CODE STAND USE GAS META

Locations: Sunshine.

Descriptions: This unit covers preparing and producing welds to code standards using gas metal arc welding (GMAW).

Nominal Hours: 60

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05044B  PERFORM WELD TO DOE STAND USE GAS TUNG

Locations: Sunshine.

Descriptions: This unit covers preparing and producing welds to code standards using gas tungsten arc welding (GTAW).

Nominal Hours: 60

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05045B  PERFORM PIPE WELDS TO CODE STAND METAL A

Locations: Sunshine.

Descriptions: This unit covers preparing and producing pipe welds to code standards using manual metal arc welding (MMAW).

Nominal Hours: 60

Required Reading: VU Produced Workbooks
MEM05047B  WELD USING FLUX ARC WELDING PROCESS

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out flux core arc welding (FCAW) and inspecting for and correcting defects.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05048B  PERFORM ADV WELD USING FLUX ARC WELL

Locations: Sunshine.

Descriptions: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced flux core arc welding (FCAW), inspecting for and correcting defects, and maintaining the weld records.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05049B  PERFORM ROUTINE GAS TUNGSTEN ARC WELDING

Locations: Sunshine.

Descriptions: This unit covers preparing the materials and carrying out routine gas tungsten arc welding (GTAW).

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05050B  PERFORM ROUTINE GAS METAL ARC WELDING

Locations: Sunshine.

Descriptions: This unit covers preparing materials and routine gas metal arc welding (GMAW).

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05051A  SELECT WELDING PROCESSES

Locations: Sunshine.

Descriptions: This unit covers identifying material properties and selecting appropriate welding processes to achieve safe and effective welding outcomes.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05052A  APPLY SAFE WELDING PRACTICES

Locations: Sunshine.

Descriptions: This unit covers identifying risks associated with welding operations and implementing hazard reduction practices.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM05053A  SET & EDIT COMPUTER CONTROLLED THERM CUT

Locations: Sunshine.

Descriptions: This unit covers setting work holding fixtures/devices/tools, setting gas and nozzle controls, trialling the program, instructing the operator and replacing worn or damaged hoses, regulators, nozzles and clamps or other holding devices or tools.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM05054A  WRITE BASIC NC/CNC PROG FOR THERMAL CUT
Locations: Sunshine.
Descriptions: This unit applies to thermal cutting machines and covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM06007B  PERFORM BASIC INCIDENTAL HEAT/QUenchING
Locations: Sunshine.
Descriptions: This unit covers performing straightforward heating/quenching, tempering and annealing of ferrous and non-ferrous metals.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07005B  PERFORM GENERAL MACHINING
Locations: Sunshine.
Descriptions: This unit covers determining the job requirements and sequence of operations, selecting and mounting tools, performing the machining, measuring the components, and adjusting and maintaining a range of standard machine tools.
Nominal Hours: 80
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07006B  PERFORM LATHE OPERATIONS
Locations: Sunshine.
Descriptions: This unit covers performing machining operations on a lathe to required tolerances and specifications using all types of accessories.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07007B  PERFORM MILLING OPERATIONS
Locations: Sunshine.
Descriptions: This unit covers performing milling operations on a range of milling machines.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07026B  PERFORM ADVANCED PLASTIC PROCESSING
Locations: Sunshine.
Descriptions: This unit covers producing products using advanced plastic processing equipment.
Nominal Hours: 60
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07027B  PERFORM ADVANCED PRESS OPERATIONS
Locations: Sunshine.
Descriptions: This unit covers performing advanced press operations and recognising and rectifying deviations and faults in the product/output, raw material or feed stock, tooling and machine/process.
Nominal Hours: 60
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM07028B  OPERATE COMPUTER CONTROLLED MACHINES/PRO
Locations: Sunshine.
Descriptions: This unit covers obtaining the job instructions, conducting the pre-start checks, and operating and monitoring the computer controlled machine or process.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM12.24A PERFORM COMPUTATIONS

Locations: Sunshine.

Descriptions: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.

Nominal Hours: 30

Required Reading: -

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

MEM07032B USE WORKSHOP MACHINES FOR BASIC OPERATION

Locations: Sunshine.

Descriptions: This unit covers basic machining in a maintenance or jobbing environment.

Nominal Hours: 20

Required Reading: -

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM09002B INTERPRET TECHNICAL DRAWING

Locations: Sunshine.

Descriptions: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM12.24A PERFORM COMPUTATIONS

Locations: Sunshine.

Descriptions: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.

Nominal Hours: 30

Required Reading: -

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

MEM11011B UNDERTAKE MANUAL HANDLING

Locations: Sunshine.

Descriptions: This unit covers lifting and moving materials manually.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM12024A PERFORM COMPUTATIONS

Locations: Sunshine.

Descriptions: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

MEM12025A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS

Locations: Sunshine.

Descriptions: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.

Nominal Hours: 20

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

MEM13. 14A APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT

Locations: Sunshine.

Descriptions: This unit covers identifying material requirements and scheduling material delivery.

Nominal Hours: 80

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM14. 4A PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine.

Descriptions: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.

Nominal Hours: 20

Required Reading: -

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

MEM14. 5A PLAN A COMPLETE ACTIVITY

Locations: Sunshine.

Descriptions: This unit covers identifying material requirements and scheduling material delivery.

Nominal Hours: 80

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT

Locations: Sunshine.

Descriptions: This unit covers occupational health and safety procedures in an engineering or similar work environment.

Nominal Hours: 10

Required Reading: -

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

MEM13003B WORK SAFELY WITH INDUSTRIAL CHEMICALS & MATERIALS

Locations: Sunshine.

Descriptions: This unit covers identifying material requirements and scheduling material delivery.

Nominal Hours: 20

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM13014A APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT

Locations: Sunshine.

Descriptions: This unit covers identifying material requirements and scheduling material delivery.

Nominal Hours: 10

Required Reading: -

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM14002B UNDERTAKE BASIC PROCESS PLANNING

Locations: Sunshine.
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine.

Descriptions: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.

Nominal Hours: 10

Required Reading: -

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

MEM14005A  PLAN A COMPLETE ACTIVITY

Locations: Sunshine.

Descriptions: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.

Nominal Hours: 20

Required Reading: -

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

MEM15. 2A APPLY QUALITY SYSTEMS

Locations: Sunshine.

Descriptions: This unit covers working within a quality improvement system, either individually or in a team situation.

Nominal Hours: 20

Required Reading: -

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

MEM15. 24A APPLY QUALITY PROCEDURES

Locations: Sunshine.

Descriptions: This unit covers applying established quality procedures to an employee’s own work within a manufacturing, engineering or related environment.

Nominal Hours: 10

Required Reading: -

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

MEM15.16A ORGANISE AND COMMUNICATE INFORMATION

Locations: Sunshine.

Descriptions: This unit covers accessing, organising and communicating information related to processes or tasks.

Nominal Hours: 20

Required Reading: -

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

MEM16. 7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT

Locations: Sunshine.

Descriptions: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.

Nominal Hours: 10

Required Reading: -

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

MEM16. 8A INTERACT WITH COMPUTING TECHNOLOGY

Locations: Sunshine.

Descriptions: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.

Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

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

MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT
Locations: Sunshine.
Descriptions: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.
Nominal Hours: 10
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

MEM16011A  COMMUNICATE WITH INDIVIDUALS AND SMALL GROUPS
Locations: Sunshine.
Descriptions: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM16012A  INTERPRET SPECIFICATIONS AND MANUALS
Locations: Sunshine.
Descriptions: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.
Nominal Hours: 40
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM17.3A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING
Locations: Sunshine.
Descriptions: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING
Locations: Sunshine.
Descriptions: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM18001C USE HAND TOOLS
Locations: Sunshine.
Descriptions: This unit covers using a range of hand tools for a variety of general engineering applications.
Nominal Hours: 20
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18002B USE POWER TOOLS/HAND HELD OPERATIONS
Locations: Sunshine.
Descriptions: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.
Nominal Hours: 20
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18003C USE TOOLS FOR PRECISION WORK
Locations: Sunshine.
Descriptions: This unit covers using tools to manually produce work to precise dimensions and or finishes.
Nominal Hours: 40
Required Reading: VU Produced Workbooks

MEM18004B MAINTAIN AND OVERHAUL MECHANICAL EQUIP
Locations: Sunshine.
Descriptions: This unit covers diagnosing, locating faults, repairing, overhauling, fitting and adjusting mechanical systems and equipment.
Nominal Hours: 40
Required Reading: VU Produced Workbooks

MEM18005B PERFORM FAULT DIAGNOSTICS, INSTALL AND REMOVE BEARINGS
Locations: Sunshine.
Descriptions: This unit covers performing routine bearing checks during operations and non-operation, diagnosing bearing faults, identifying bearing requirements for replacement or installation, and removing and installing bearings.
Nominal Hours: 40
Required Reading: VU Produced Workbooks

MEM18006B REPAIR AND FIT ENGINEERING COMPONENTS
Locations: Sunshine.
Descriptions: This unit covers fault finding, repairing faulty components, manufacturing new parts/components, and fitting mechanical engineering components into assemblies or subassemblies.
Nominal Hours: 60
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18007B MAINTAIN AND REPAIR MECHANICAL DRIVES AND MECHANICAL TRANSMISSION ASS
Locations: Sunshine.
Descriptions: This unit covers diagnosing faults and repairing drives and transmission assemblies, and undertaking final adjustment and commissioning.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM18009B PERFORM LEVEL AND ALIGNMENT OF MACHINES AND ENG CO

Locations: Sunshine.
Descriptions: This unit covers undertaking levelling and alignment measurements/adjustments on hydraulic systems, and performing levelling and/or alignment tasks.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18010C PERFORM EQUIP CONDITION MONITOR

Locations: Sunshine.
Descriptions: This unit covers undertaking condition monitoring.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18011C SHUT DOWN AND ISOLATE MACHINES/EQUIPMENT

Locations: Sunshine.
Descriptions: This unit covers isolating and shutting down machines and equipment.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18012B PERFORM INSTALLATION AND REMOVAL OF MECHANICAL SEALS

Locations: Sunshine.
Descriptions: This unit covers dismantling, selecting, reassembling and installing mechanical seals.
Nominal Hours: 20
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18018C MAINTAIN PNEUMATIC SYSTEM COMPONENTS

Locations: Sunshine.
Descriptions: This unit covers checking pneumatic system components, and identifying and repairing or replacing faulty components.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18019B MAINTAIN PNEUMATIC SYSTEMS

Locations: Sunshine.
Descriptions: This unit covers undertaking preventive maintenance checks/adjustments on pneumatic systems, and fault finding, repairing, replacing or overhauling, and recommissioning pneumatic systems.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18020B MAINTAIN HYDRAULIC SYSTEM COMPONENTS

Locations: Sunshine.
Descriptions: This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18021B MAINTAIN HYDRAULIC SYSTEM

Locations: Sunshine.
Descriptions: This unit covers undertaking preventive maintenance checks/adjustments on hydraulic systems, and fault finding, repairing, rectifying or overhauling, and recommissioning hydraulic systems.
Nominal Hours: 40
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MEM18022B  MAINTAIN FLUID POWER CONTROLS
Locations: Sunshine.
Descriptions: This unit covers installing and repairing and/or rectifying fluid power controls, and adjusting fluid power system control sequence and operation.
Nominal Hours: 80
Required Reading: VU Produced Workbooks -
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18023B  MODIFY FLUID POWER SYSTEM OPERATION
Locations: Sunshine.
Descriptions: This unit covers determining the requirements of the modification, undertaking the modification and evaluating the modified or repaired fluid power system.
Nominal Hours: 80
Required Reading: VU Produced Workbooks -
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18053B  MODIFY FLUID POWER CONTROL SYSTEMS
Locations: Sunshine.
Descriptions: This unit covers checking and testing software programs, controlling system inputs and outputs, repairing faulty system inputs and outputs, and preparing a service report.
Nominal Hours: 60
Required Reading: VU Produced Workbooks
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM2.11C5A  RESEARCH AND PREPARE PRESENTATIONS AND REPORTS
Locations: Sunshine.
Descriptions: Research of existing materials is undertaken including reference books, tables, technical journals and internal/external databases. Conclusions are reached that are logical and based on objective analysis of available data, and Materials and data prepared for presentation or report objective analysis of available data.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

MSACMC210A  MANAGE THE IMPACT OF CHANGE ON OWN WORK
Locations: Sunshine, Industry.
Descriptions: This unit covers the skills needed by an employee in a competitive manufacturing organisation which requires the employee to participate in and manage the impact of the implementation of competitive manufacturing initiatives on their own work life.
Nominal Hours: 40
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC410A  LEAD CHANGE IN A MANUFACTURING ENVIRONMENT
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills needed by people who are given the responsibility of leading change processes in a manufacturing organisation. The change may be occurring in manufacturing or in the support functions of maintenance, office, warehousing etc.
Nominal Hours: 50
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMC614A  DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION**

Locations: Sunshine, Industry.

Descriptions: This unit covers the knowledge and skills needed to develop and implement a communications strategy to support production in a competitive manufacturing environment.

Nominal Hours: 50

Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS400A  IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM**

Locations: Sunshine, Industry.

Descriptions: This unit covers the knowledge and skills needed to implement competitive manufacturing practices. Generally, five areas drive competitive manufacturing: cost, quality, delivery, safety/environment, and morale. In a competitive manufacturing company systems will need to be implemented which drive continuous improvement in all these areas, without one area competing unduly with another.

Nominal Hours: 50

Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills needed to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new base line/standard to the team’s area of work and so prevent regression to former practices, or digression to less efficient practices.

**Nominal Hours:** 50

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS600A  DEVELOP A COMPETITIVE MANUFACTURING SYSTEM**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills required to develop a new competitive manufacturing system or make improvements to an existing system.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS601A  ANALYSE AND MAP A VALUE CHAIN**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the skills needed to analyse and map a value chain, including the clear identification of the place of a manufacturing enterprise in the value chain and its contribution to the value chain. The unit will cover the identification of enterprises in a value chain, including their relationships and the activities undertaken by value chain enterprises. The identification skills include identification at the virtual or information level, the technical or process level and at the physical or logistic level. The unit includes the analysis of value adding and non-value adding activities and the information needs for successful value chain mapping, including information technology (IT) needs. This unit covers the analysis of the supply chain, the demand chain as well as the overall value chain.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMS602A  MANAGE A VALUE CHAIN**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills needed to manage a value chain, a supply chain or a demand chain, including the close liaison with suppliers and customers and even the managing of the supply/demand chain of smaller suppliers/customers (if they wish it). This unit covers the managing of the supply chain, the demand chain as well as the overall value chain and may be applied to the managing of the chain internally/externally within an organisation.

**Nominal Hours:** 60

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT220A  APPLY QUICK CHANGEOVER PROCEDURES**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills needed to do quick changeovers.

**Nominal Hours:** 40

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT221A  APPLY JUST IN TIME (JIT) PROCEDURES**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills needed to work in a JIT system.

**Nominal Hours:** 30

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT230A  APPLY COST FACTORS TO WORK PRACTICES**

**Locations:** Sunshine, Industry.

**Descriptions:** This unit covers the knowledge and skills needed for an individual to identify cost components and to be able to determine in general terms the cost impacts of alternative actions.

**Nominal Hours:** 40

**Required Reading:** The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT231A**  INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills needed for a person to be able to identify the major cost components of their product/s, the basic relationship of these to customer benefits and use this to help minimise waste (defined as anything not delivering a customer benefit). It has a different focus to MSACMT230A. Apply cost factors to work practices which focuses on costs in isolation whereas this unit regards all costs not directly leading to customer benefit as waste. It may apply to all employees.

**Nominal Hours**: 30

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT240A**  APPLY SS PROCEDURES IN A MANUFACTURING ENVIRONMENT

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills needed for an employee to apply SS procedures (a structured approach to housekeeping) to their own job and work area.

**Nominal Hours**: 40

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT250A**  MONITOR PROCESS CAPABILITY

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

**Nominal Hours**: 30

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT251A**  APPLY QUALITY STANDARDS

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.

**Nominal Hours**: 30

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT280A**  UNDERTAKE ROOT CAUSE ANALYSIS

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT281A**  CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills required to make a positive contribution to proactive maintenance strategies which include things like plant uptime and Overall Equipment Efficiency (OEE).

**Nominal Hours**: 30

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT421A**  FACILITATE A JUST IN TIME (JIT) SYSTEM

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers knowledge and skills required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in the organisation.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with
each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled
timelines.

**MSACMT423A  MONITOR A MANUFACTURING LEVELLED PULL SYSTEM**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills required to monitor the operation of a pull system in a competitive manufacturing environment and recommend improvements.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT430A  IMPROVE COST FACTORS IN WORK PRACTICES**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills needed to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine in general terms the cost impacts of alternative actions.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT432A  ANALYSE MANUAL HANDLING PROCESSES**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills to analyse manual handling in terms of its efficiency and safety.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT440A  LEAD 5S IN A MANUFACTURING ENVIRONMENT**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT441A  FACILITATE CONTINUOUS IMPROVEMENT IN MANUFACTURING**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills required to facilitate continuous improvement (kaizen) in an organisation.

**Nominal Hours**: 40

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT450A  UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS**

**Locations**: Sunshine, Industry.

**Prerequisites**: MSACMT452A - APPLY STATISTICS TO PROCESSES IN MANUFACTURING

**Descriptions**: This unit covers the knowledge and skills required by a team leader/technical expert to analyse data from the process, develop improvements to eliminate variation due to assignable causes and then implement actions.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSACMT451A  MISTAKE PROOF A PRODUCTION PROCESS**

**Locations**: Sunshine, Industry.

**Descriptions**: This unit covers the knowledge and skills needed to make changes which prevent errors and/or backsliding to a pre-improvement level of practice. In the CM environment, this unit would typically be done by a team leader, technical expert of similar person.

**Nominal Hours**: 50

**Required Reading**: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill

**Assessment**: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSACMT452A  APPLY STATISTICS TO PROCESSES IN MANUFACTURING
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT620A  DEVELOP QUICK CHANGEOVER PROCEDURES
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills needed to develop/improve changeovers.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT621A  DEVELOP A JUST IN TIME (JIT) SYSTEM
Locations: Sunshine, Industry.
Prerequisites: MSACMC410A - LEAD CHANGE IN A MANUFACTURING ENVIRONMENT
Descriptions: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT622A  DESIGN A PROCESS LAYOUT
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills required to design a process layout, typically a cellular flow, for either a jobbing shop or a continuous process manufacturer.
Nominal Hours: 80
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT623A  DEVELOP A LEVELLED PULL SYSTEM OF MANUFACTURING
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills required to develop and level a demand pull system of manufacturing.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT630A  OPTIMISE COST OF PRODUCT
Locations: Sunshine, Industry.
Prerequisites: MSACMT631A - UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS
Descriptions: This unit covers the knowledge and skills needed to take a global view of the costs of a product and determines methods of reducing costs overall.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT631A  UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS
Locations: Sunshine, Industry.
Prerequisites: MSACMT230A - APPLY COST FACTORS TO WORK PRACTICES
Descriptions: This unit covers the knowledge and skills required by an employee who is required to analyse products and processes to determine the factors that most impact on meeting customer requirements. The analysis is in terms of cost factors and include options for improving cost efficiency. The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSACMT640A  MANAGE SS SYSTEM IN A MANUFACTURING ENVIRONMENT
Locations: Sunshine, Industry.
Descriptions: This unit covers knowledge and skills needed for the overall management of the SS system in a manufacturing organisation.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT641A  IMPLEMENT A CONTINUOUS IMPROVEMENT SYSTEM
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills required to introduce and institutionalise continuous improvement (kaizen) to the organisation.
Nominal Hours: 60
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT650A  DETERMINE AND IMPROVE PROCESS CAPABILITY
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills needed to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This would typically be done by a manager or technical expert support person either working in a team, or in close liaison with key stakeholders. Process capability is typically calculated using standard deviations.
Nominal Hours: 80
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT661A  DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES
Locations: Sunshine, Industry.
Descriptions: This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.
Nominal Hours: 40
Required Reading: The Toyota Way Liker K Jeffrey 2005 McGraw-Hill
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP219A WORK SAFELY IN CONFINED SPACES

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to work safely in confined spaces in the water industry. Working in confined spaces poses specific health and safety risks and the ability to follow defined workplace policies and procedures, OHS policies and procedures and regulatory requirements are essential for safe practice.

Nominal Hours: 20

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP401B COORDINATE AND MONITOR THE APPLICATION OF ENVIRONMENTAL PLANS AND PROCEDURES

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor the application of environmental plans and procedures to specific projects and to develop environmental procedures for the local work area.

Nominal Hours: 80

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP410B COORDINATE AND MONITOR ASSET CONSTRUCTION AND MAINTENANCE

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor asset construction and maintenance, including site management and associated commissioning and post-commissioning activities.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP416B COORDINATE AND MONITOR WATER STORAGE CATCHMENT ACTIVITIES

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor activities in water storage catchments that affect water yield and quality.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP417B COORDINATE AND MONITOR GROUNDWATER SYSTEM USAGE

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor the use of groundwater as a source of water supply, ensuring that groundwater management plan (GWMP) performance measures are met, environmental issues are addressed and source of supply is maintained.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP418B COORDINATE AND MONITOR BULKWATER SYSTEM OPERATIONS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to monitor and coordinate the operation of bulkwater systems and to measure and report on system performance and process quality control.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP419B COORDINATE AND MONITOR RIVER SYSTEM USAGE

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to monitor and coordinate the operation of river systems and measure and report on river flows, including flood plains and the river environment.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP425B COORDINATE AND MONITOR THE OPERATION OF IRRIGATION DELIVERY SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor irrigation delivery systems to ensure system maintenance and performance standards.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP426B COORDINATE AND MONITOR THE OPERATION OF POTABLE WATER SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor systems performance, maintenance planning and customer liaison in potable water distribution systems.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP427B COORDINATE AND MONITOR THE OPERATION OF DRAINAGE SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor drainage systems to ensure compliance with the drainage system management plan, including system performance, maintenance planning and customer liaison.

Nominal Hours: 40

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP428B COORDINATE AND MONITOR THE OPERATION OF WASTEWATER COLLECTION SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate and monitor wastewater collection networks to ensure system performance, planning and maintenance conform to targets outlined in the wastewater system management plan.

Nominal Hours: 40

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP429B COORDINATE, IMPLEMENT AND REPORT TRADE WASTE MONITORING PROCEDURES

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to coordinate, implement and report on monitoring programs for trade waste treatment and disposal in commercial and light industrial organisations; and to implement the monitoring of complex trade waste systems in large organisations.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP430A EVALUATE, IMPLEMENT AND MONITOR STANDARD LOW-RISK TRADE WASTE DISCHARGE APPROVALS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to assess and process applications for standard low-risk trade waste discharges from commercial and light industrial organisations; monitor compliance with the trade waste approval issued; and renew, amend, suspend or revoke trade waste discharge approvals as appropriate.

Nominal Hours: 60

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP431A INVESTIGATE, RECTIFY AND REPORT ON TRADE WASTE
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to investigate trade waste incidents, make arrangements for rectification and complete reports.
Nominal Hours: 70
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP435B COORDINATE AND MONITOR THE OPTIMISATION OF WATER TREATMENT PROCESSES
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to coordinate, monitor, operate and report on water treatment plant system performance and process quality control to investigate, test and implement optimisation strategies.
Nominal Hours: 60
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP436B COORDINATE AND MONITOR THE OPTIMISATION OF WASTEWATER TREATMENT PROCESSES
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to coordinate, monitor, operate and report on wastewater treatment plant system performance and process quality control to investigate, test and implement optimisation strategies.
Nominal Hours: 60
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP437A ANALYSE DATA AND PRODUCE HYDROMETRIC REPORTS
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to analyse and verify data and produce hydrometric data reports to support organisational decision making. An understanding of the processes required to interpret data, verify data and produce clear reports that conform to organisational standards is essential to performance.
Nominal Hours: 100
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP438A MEASURE AND PROCESS HYDROMETRIC STREAM DISCHARGE DATA IN FLOOD CONDITIONS
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to collect hydrometric stream gauge data in flood conditions. An understanding of risk assessment and of factors affecting the accuracy and precision of the areavelocity method is essential to performance.
Nominal Hours: 100
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

NWP440A SUPERVISE CONDUIT INSPECTION AND REPORTING
Locations: Sunshine.
Descriptions: This unit of competency describes the outcomes required to supervise or manage the inspection and reporting of the condition and features in sewer and stormwater conduits using specialised closed circuit television (CCTV) equipment.
Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

PMASUP390A USE STRUCTURED PROBLEM SOLVING TOOLS
Locations: Sunshine.
Descriptions: This competency covers the solving of process and other problems, beyond those associated directly with the process unit, using structured process improvement tools to identify improvements and/or solve problems. The competency is typically performed by an experienced technician, team leader or supervisor.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
PMBOHS409A  ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This competency covers the establishment, maintenance and evaluation of the occupational health and safety (OH&S) system for the enterprise, in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees. This competency is applicable for those with managerial responsibilities.
Nominal Hours: 40
Required Reading: -
Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RTO/ workplace projects and RTO/workplace assignments.

PRSSM504A  PREPARE SECURITY RISK MANAGEMENT PLAN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Evaluate and prioritise risks; Develop action plans; Identify management requirements; Design treatment options; Develop risk management plan.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PRSSO201A  COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to facilitate effective exchanges of information in a security environment. It requires the ability to accurately receive and relay information in both verbal and written modes, adapt interpersonal styles and techniques to varying social and cultural environments, and complete routine correspondence and documentation. This work would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 24
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO202A  MAINTAIN WORKPLACE SAFETY
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to follow Occupational Health and Safety policies and procedures to ensure own safety and that of others in the workplace. It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations, and communicate workplace safety requirements. This work would be carried out under routine supervision within organisational guidelines. The unit is based on Generic Competency “A” in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards.
Nominal Hours: 16
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO203A  WORK EFFECTIVELY IN THE SECURITY INDUSTRY
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to work effectively within the security industry. It requires the ability to interpret and comply with legal and procedural requirements, complete daily work activities, and identify opportunities for professional development. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 40
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS201A  PROVIDE A SERVICE TO CUSTOMERS
Locations: Sunshine.
Descriptions: This competency standard covers the process of providing a service to customers. It requires the ability to determine system requirements, estimate costs and document and confirm quotations with clients. Competency also requires a knowledge of communication and problem solving techniques to promote customer confidence. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 16
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS202A  INSTALL SECURITY EQUIPMENT/SYSTEM
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to install a range of types of security equipment and systems. It requires the ability to select and use materials, tools and equipment appropriate to job requirements, effectively install security equipment / systems for the intended purpose, and complete documentation in an accurate and timely manner. This work applies in extra low voltage as defined through the Australian Standards AS 2201 (1986) environments. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 40
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS204A  INSTALL CCTV EQUIPMENT/SYSTEMS
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to install CCTV and audio systems. It requires the ability to accurately interpret work requirements, select and safely use suitable tools and equipment, and install CCTV and audio systems in an efficient and effective manner. This work applies in extra low voltage as defined through the current Australian Standards AS 2201 environments. These work functions would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 30
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.
PRSTS207A PERFORM ROUTINE MAINTENANCE
Locations: Sunshine.
Descriptions: This competency standard covers the skills and knowledge required to perform routine servicing, adjustments and repairs on a range of security equipment and systems. It requires the ability to select and use tools appropriate to specific tasks, monitor operational effectiveness and accurately identify faults, carry out routine maintenance and maintain records systems. This work would be carried out under routine supervision within organisational guidelines.
Nominal Hours: 40
Required Reading: -
Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare to identify security requirements; Identify security requirements; Document security requirements.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPM402B IMPLEMENT SIMPLE PROJECTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Implement start-up activities; Coordinate project implementation; Monitor project; Arrange project follow-up activities.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PSPPM601B DIRECT COMPLEX PROJECT ACTIVITIES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify project scope in a strategic context; Manage establishment of projects; Manage integration of project activities; Finalise and review project activities.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

PRSPROC410A ADMINISTER CONTRACTS
Locations: Sunshine.
Descriptions: This unit covers the administration of contracts by officers who administer contracts as part of their role.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIICC401A SUPERVISE CIVIL WORKS
Locations: Sunshine.
Descriptions: This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.
Nominal Hours: 80
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Develop and extend assessment expertise; Lead assessment activities; Monitor assessment practice; Coordinate assessment validation activities; Manage assessment appeals.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

TAADEL503A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UEEnea001B ASSEMBLE ELECTRONIC APPARATUS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit covers fitting and inter connecting of electronic sub assemblies. It encompasses the safe use of hand tools, powered tools, identifying components, high reliability soldering, following set procedures and work instructions and keeping work records.
Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical
Required Reading: interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC001B MAINTAIN DOCUMENTATION**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the maintenance of the variety of documentation required to record work activities, purchases and expenses and compliance obligations. It encompasses documentation typically required in an electrotechnology enterprise, work instructions and procedures and time management.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers sourcing and purchasing/ordering materials/parts for installation or service jobs. It encompasses following job specification, using manufacturer’s catalogues, making telephone, internet or email enquiries, selecting compliance materials and completing the necessary purchasing documentation.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC003B PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers providing quotations for installation and service work not exceeding 20K. It encompasses following job specification, using manufacturer catalogues, making telephone, internet or email enquiries, selecting compliance materials, pricing materials and labour costs, completing the necessary quotation documentation and applying the necessary customer relations protocols.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC005B ESTIMATE ELECTROTECHNOLOGY PROJECTS**

**Descriptions:** This unit covers estimate material and labour costs for competitive quotation/tenders for work exceeding 20K. It encompasses reading and understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC006B PREPARE TENDER SUBMISSIONS FOR ELECTROTECHNOLOGY PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the preparation of tender documents. It encompasses reading and understanding tender requirements and project specifications, verifying estimates and capacity to meet timelines, complying with legal requirements and documenting submissions.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC008B RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the receiving and storing of materials and equipment for a construction site or workshop store. It encompasses receiving materials and equipment, checking consignment notes, storing materials and equipment and completing the necessary documentation.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC010B DELIVER A SERVICE TO CUSTOMERS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the interacting with customers to identify and meet their service needs. It encompasses following community and enterprise policies and standards, identifying customer needs, identifying and resolving problems/issues and maintaining product/service quality.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEC020B PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the application of industry/enterprise/policies in actively participating in work activities and in one’s own competency development. It complies with established industry/enterprise procedures regarding how work
is conducted, understanding responsibilities and obligations under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Nominal Hours: 20
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE

Descriptions: This unit covers the basic use of personal computers application relevant to a work function. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.

Nominal Hours: 20
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED003B EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE

Descriptions: This unit covers evaluating and modifying programs based on object-oriented code. It encompasses safe working practices, following written and oral instruction and procedures, applying knowledge of object-oriented code scripting and testing and documenting outcomes.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED004B USE ENGINEERING APPLICATIONS SOFTWARE

Descriptions: This unit covers the use of computer application relevant to engineering support work functions. It encompasses applying user preferences, using application menus and tools, entering and retrieve information, working with groups and transferring and printing files.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED007B DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET

Locations: Footscray Nicholson, Sunbury.
Descriptions: This unit covers development, installation and testing of programs for programmable logic controllers (PLC) for a system requiring extended control functions. It encompasses working safely, applying knowledge of control systems, control system development methods, ladder logic control functions, using ladder instruction set, following written instructions and documenting program development and testing activities.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; Oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED010B SET UP AND CREATE CONTENT FOR A WEB SERVER

Descriptions: This unit covers installation, set up, implementation and provision of on-going support of web services. It encompasses working safely, installing and administering server software and databases, service side scripting, configuring access and security and documenting work activities.

Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED011B DEVELOP OBJECT ORIENTED CODE

Descriptions: This competency standard unit covers developing, implementing and testing object oriented programming solutions using object oriented programming language. It encompasses following development brief, using appropriate development software, writing code that features classes, inheritance, arrays, and advanced library components and documenting development activities.

Nominal Hours: 140
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEED012B SUPPORT COMPUTER HARDWARE AND SOFTWARE

Descriptions: This unit covers upgrading and maintaining computers, computer devices and peripherals and installing, maintaining and configuring software. It encompasses safe working practices, installing and testing the upgrading components, locating faults in hardware components, replacing faulty subsystems, installing and testing the operating system and application software, testing functionality, rectifying malfunctions, following written and oral instruction and procedures and applying appropriate customer relations.
Nominal Hours: 120

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED013B INSTALL AND ADMINISTER UNIX BASED COMPUTERS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the installation and administration of UNIX based and networked computers. It encompasses safe working practices, performing basic UNIX, Linux or Mac OS X operating system installation, administration functions of logging in and out, setting up GUI applications, manipulating text files, creating and searching files and directories, changing permissions, using text editors, identifying and modifying initialization files, streamlining command execution using shell features, using basic network commands and documenting all administration activities.

Nominal Hours: 80

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED014B DESIGN AND MANAGE ENTERPRISE NETWORKS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers designing, managing, monitoring and diagnosing enterprise servers. It encompasses safe working practices, designing and managing Domain Name Server (DNS), Email servers, Dynamic Host Configuration Protocol (DHCP), Remote access servers, Network Address Translation (NAT), Directory services, Authentication Servers and documenting all designing and managing activities.

Nominal Hours: 80

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED015B ADMINISTER USER NETWORKS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the administration of network servers. It encompasses safe working practices, establishing and maintaining user and group permissions, network security and shared resource management, monitoring and optimising network systems performance and reliability, maintaining currency of the network and documenting all administration activities.

Nominal Hours: 80

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED016B DEVELOP NETWORK SERVICES

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers develop services for network clients for emails, Internet access, shared resources. It encompasses safe working practices, installing and configuring Domain Name Server (DNS), email servers, Dynamic Host Configuration Protocol (DHCP), remote access servers, Network Address Translation (NAT), directory services, Authentication Servers and documenting development activities.

Nominal Hours: 120

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED017B INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This competency standard unit covers the interconnection of networks. It encompasses safe working practice, basic installation and configuration of switches and routers and documenting installation and configuration activities.

Nominal Hours: 120

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED018B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This competency standard unit covers the design, implementation and performance monitoring of internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, using Wide Area Network (WAN) technologies, complying with regulation and standards, and documentation of design and performance monitoring.

Nominal Hours: 120

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

### UEEENED019B DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - ADVANCED ROUTING

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advance configuration of remote access and documentation of design and performance monitoring.

Nominal Hours: 100

Required Reading: 

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED020B  DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - REMOTE ACCESS**


Descriptions: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advanced configuration of remote access and documentation of design and performance monitoring.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED021B  DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - MULTI-LAYER SWITCHING**


Descriptions: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advanced multi-layer switching technologies access and documentation of design and performance monitoring.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED022B  DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - SECURITY**


Descriptions: This unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation of advanced security technologies and documentation of design and performance monitoring.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED023B  DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS - WIRELESS LANS/WANS**


Descriptions: This competency standard unit covers the design, implementation and performance monitoring of Internetworking systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation and advanced wireless LANs technologies and documentation of design and performance monitoring.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED024B  INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK**


Descriptions: This competency standard unit covers interconnecting computers to form a local area network (LAN). It encompasses applying different computer and network operating systems on a single LAN, using network standards and protocols, selecting network topology and physical media, disaster planning recovery, performance management and documentation of work activities.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEED026B  DESIGN A COMPUTER BASED CONTROL SYSTEM**


Descriptions: This unit covers the design of computer application for control processes. It encompasses apply knowledge of control devices, control systems, programmable logic controllers, supervisory control and data acquisition systems and control programming methods, developing alternative design schemes based on design brief, customer relations and documenting designs.

Nominal Hours: 120

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses; short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED027B  DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES**


Descriptions: This competency standard unit covers programming of microprocessor/microcontroller devices to access external devices. The unit encompasses working safely, applying knowledge of control applications, and analogue and digital input/output signals, programming fundamentals, writing and testing program and documenting programming activities.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED028B  DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES**


Descriptions: This competency standard unit covers structured programming instructions for micro devices at a fundamental level. The unit encompasses working safely, applying knowledge device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.

Nominal Hours: 60

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED029B  DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS**


Descriptions: This unit covers the development of web pages for engineering applications. It encompasses working safely, developing web pages using authoring tools, client-side scripting, fundamental server-side scripting and documenting development activities.

Nominal Hours: 40

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED038B  INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE**


Descriptions: This unit covers installing and configuring an operating system and software on a personal computer. It encompasses safe working practices, installing and testing the operating system and application software, testing functionality, rectifying operating anomalies, following written and oral instruction and procedures and applying appropriate customer relations.

Nominal Hours: 40

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED044B  COMMISSION COMPUTER SYSTEMS**


Descriptions: This competency standard unit covers undertaking commissioning procedures of computer systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

Nominal Hours: 20

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED045B  MODIFY-REDESIGN OF COMPUTER SYSTEM**


Descriptions: This competency standard unit covers the modification and redesign of computer systems to augment existing systems for clients. It encompasses safe working practices, system parameter reconfiguration, analysis to assure optimum performance, following procedures, and documenting final modifications and settings.

Nominal Hours: 20

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED046B  SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK**


Descriptions: This unit covers setting up, configuring and maintaining operation of a basic local area network (LAN) of up to 20 connected devices. It encompasses safe working practices, installing network hardware, installing and configuring network software, establishing user accounts, configuring shared Internet connection and documenting set up parameters and LAN topology.

Nominal Hours: 40

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEED048B  PLAN COMPUTER SYSTEMS PROJECT**


Descriptions: This unit covers development and documentation of computer systems project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 60

Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test / technical interview; on job or workplace assessment; practical / exercises; practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
**SCHOOL OF ENGINEERING AND ELECTROTECHNOLOGY**

**UEENEEE051B PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers developing, implementing and testing programming solutions, using a structured programming language. It encompasses following design brief using appropriate development software, writing code and documenting development activities.

**Nominal Hours:** 60

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE001B APPLY OHS PRACTICES IN THE WORKPLACE**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

**Nominal Hours:** 20

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers basic fitting and fabrication techniques as they apply in the various electrotechnology work functions. It encompasses the safe use of hand, fixed and portable power tools; cutting, shaping joining and fixing using metallic and non-metallic materials; dismantling and assembling equipment; basic mechanical measurement and marking-out and reading diagrams.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers providing known solutions to predictable problems in single path circuits operated at extra-low voltage as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE004B SOLVE PROBLEMS IN MULTIPLE PATH D. C. CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers determining correct operation of single source d. c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE005B FIX AND SECURE EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment.

**Nominal Hours:** 20

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the use of drawings, diagrams, equipment and cable schedules and manuals as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical diagrams and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
**UEENEEE008B**  **LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the laying of wiring/cabling, connection of accessories and continuity and insulation resistance testing of circuits intended to operate at extra-low voltage. Typically this includes circuits and accessories for ELV powered devices, security controls, integrated systems, audio/video systems. It encompasses the principles of single source, single load power circuits, control circuits and communications circuits, safe working practices and following work processes that satisfy electrical principles for safety and functionality.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE009B**  **COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the quality assurance and risk management compliance processes for maintenance of the electrotechnology aspects of plant and equipment. It encompasses working safely and to technical, quality and risk management standards, work specifications and maintenance schedules, sample inspections, evaluating components and completing the necessary maintenance documentation.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE011B**  **MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers managing risk related to OHS, environment, resources and financial viability. It encompasses identifying risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Nominal Hours:** 100

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE015B**  **DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers developing requirement to be incorporated in to the design of electrotechnology projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design requirements.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE017B**  **IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation’s occupational health and safety policies, procedures and programs. It encompasses understanding an organisation’s OHS obligations, providing safety information to staff, implementing and maintaining participative arrangements, safety procedures and training and maintaining safety records.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE019B**  **SOLVE PROBLEMS IN MULTIPLE PATH A. C. CIRCUITS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers determining correct operation of single source ac parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuits.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEE020B**  **PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer’s instruction material, basic instruction methods and evaluation and completing documentation.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEEE022B  CARRY OUT PREPARATORY ELECTROTECHNOLOGY WORK ACTIVITIES


Descriptions: This unit covers the carrying out of preparatory work related to any electrotechnology discipline. It encompasses working safely, following basic instructions under direct supervision. It will include electrotechnology support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.

Nominal Hours: 60

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE024B  COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT


Descriptions: This unit covers compiling and producing an electrotechnology report. It encompasses determining the safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an ability to identify information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE032B  CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR


Descriptions: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities and; Consultation processes with those involved with computer systems work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE033B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL


Descriptions: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and; Consultation processes with those involved with electrical work. This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE037B  DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTROTECHNOLOGY

Locations: Sunshine.

Descriptions: This unit primarily deals with the process involved in completing documentation and/or making appropriate modifications to pre-prepared documents. It covers i) occupational work hazard identification, ii) identifying health and safety risks to workers, iii) classification of risks, iv) documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities, and v) consultation processes with those involved with electrotechnology work.

Nominal Hours: 20

Required Reading: VU Produced Work books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UEENEEE038B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN


Descriptions: This unit covers the application of skills and knowledge in taking responsibility for one's own competency development. It encompasses understanding the structure of a competency development plan, participating the development of a personal competency development plan, understanding responsibilities and obligation under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE040B  IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES


Descriptions: This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.
Nominal Hours: 80
Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE041B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT


Descriptions: This unit covers routine tools, equipment and personnel protective equipment required to do work in the Electrotechnology environment, is used in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.

Nominal Hours: 60
Required Reading: Introduction to Electrical Trade Hampson
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE042B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES


Descriptions: This unit covers routine products required to do work in the Electrotechnology environment are produced in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.

Nominal Hours: 120
Required Reading: Introduction to Electrical Trade Hampson
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT


Descriptions: This unit covers effects of energy on machinery and/or materials used in an Electrotechnology environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an electrotechnology environment.

Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES


Descriptions: This unit covers identifying a range of techniques, methods and materials used in Electrotechnology work activities including types of fixing devices, segregation requirements, fixing structures, walls and floor structures, lifting techniques and other related building materials. It encompasses working safely, applying knowledge of identifying building techniques, methods and materials used in electrotechnology work activities.

Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT


Descriptions: This unit covers computational and mathematical procedures to solve problems or to enhance given data. It encompasses working safely, applying knowledge of undertaking computations in electrotechnology environment.

Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE070B WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS


Descriptions: This unit covers developing requirement to be incorporated into the writing of specifications for computer systems engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE071B WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS


Descriptions: This unit covers developing requirement to be incorporated into the writing of specifications for electrical engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.
Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEE078B CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS

Descriptions: This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.
Nominal Hours: 20
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEF001B LAY AND CONNECT CABLING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES

Descriptions: This unit covers the installation and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘restricted’ Cabling Provider Rule, installing telephone line, two-pair (quad) cables, terminating on socket outlets, testing and compliance checks and completing cabling documentation.
Nominal Hours: 20
Required Reading: Introduction to Electrical Trade Hampson
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEF002B LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES

Descriptions: This unit covers the laying and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s ‘open’ Cabling Provider Rule, installing multiple telephone line, multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.
Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEF006B SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS

Descriptions: This unit covers providing known solutions to predictable problems in single and multiple path circuits operated at extralow voltage as they apply to various data and voice communications work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable communication circuit problems.
Nominal Hours: 40
Required Reading: Introduction to Electrical Trade Hampson
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS

Descriptions: This unit covers determining correct operation of electromagnetic circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.
Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS

Descriptions: This unit covers ascertaining correct operation of single and three phase circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issue related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters.
Nominal Hours: 80
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG003B INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS

Descriptions: This unit covers the installation in building and premises of wiring accessories, cable support systems, cables and accessories and intended to operate at voltages up the 1,000V a. c. or 1,500V d. c. It encompasses working safely and
to installation standards, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

Nominal Hours: 80
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG004B INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT


Descriptions: This unit covers the installation of protection devices, switchgear and controlgear, appliances and luminaries and intended to operate at voltages up to 1,000V a. c. or 1,500V d. c. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately; making required circuit connections and completing the necessary installation documentation.

Nominal Hours: 80
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG005B VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS


Descriptions: This unit covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements. It encompasses working safely, visual inspections and mandatory, optional and functional test procedures, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG007B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS


Descriptions: This unit covers selecting equipment for electrical installations operating at voltages up to 1,000V a. c. or 1,500V d. c. to meet performance standards. "These encompass schemes for protection of persons and property, correct function, compatibility with the supply, arrangement of circuits and selection of switchgear, controlgear, protection devices and wiring based on calculated and deemed-to-comply solutions.

Nominal Hours: 120
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG008B FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS


Descriptions: This unit covers finding and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,000V a. c. or 1,500V d. c. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault-finding procedures, conducting repairs and completing the necessary service documentation.

Nominal Hours: 100
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG009B DEVELOP AND CONNECT CONTROL CIRCUITS


Descriptions: This unit covers developing, connecting and functionally testing electrical power and control circuits that perform specific control functions. It encompasses working safely; developing schematic/ladder diagrams and converting them to wiring diagrams; selecting and connecting contactors and control devices to perform a specific function.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG035B DIAGNOSE AND RECTIFY FAULTS IN A. C. MOTOR DRIVE SYSTEMS


Descriptions: This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output; efficient running and braking of a. c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of a. c. motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 80
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEEENEEG047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS


Descriptions: This unit covers the application of computational processes to solving problems encountered in power engineering. It encompasses working safely, applying problem solving techniques, using a range of mathematical processes,
providing solutions to power engineering problems and justifying such solutions.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG048B SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS


Descriptions: This unit covers the determining correct operation of complex series-parallel power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including electrical measuring devices, applying appropriate circuit theorems and providing solutions derive from measurements and calculations and providing justification for such solutions.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEG049B SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS


Descriptions: This unit covers determining correct operation of complex polyphase power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH001B CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/ SUB-ASSEMBLIES


Descriptions: This unit deals with the repair of computer equipment by replacement of slot/plug connected modules/sub-assemblies. It encompasses safe working practices, following written and oral instruction and procedures, basic testing techniques, dismantling and assembling apparatus and reconnecting components.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH002B CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS


Descriptions: This unit deals with the replacement of electronic components, cabling and sub systems of electronic apparatus. It encompasses safe working practices, following written and oral instruction and procedures, basic testing and techniques, dismantling and assembling apparatus and reconnecting components.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH003B CARRY OUT ROUTINE REPAIRS TO BUSINESS EQUIPMENT


Descriptions: This unit covers the confirmation of predictable faults and repair of
such faults by repair or replacement of mechanical components and replacement of discrete and integrated components of business electronic equipment. It encompasses safe working practices, following written and oral instruction and routine testing and repair procedures, verifying equipment operation and reporting.

Nominal Hours: 120

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH004B  SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT


Descriptions: This unit covers setting-up of non-fixed audio and video equipment as directed in user manuals in a residential or business environment. It encompasses safe working practices, connection and secure and optimum placement of system components, following written and oral instruction and procedures and customer relations.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH005B  VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS


Descriptions: This unit covers testing and visual inspection for verifying that a custom electronic system and components are safe and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH006B  ASSEMBLE AND SET UP FIXED AUDIO/VIDEO COMPONENTS AND SYSTEMS IN BUILDINGS AND PREMISES


Descriptions: This unit covers installing of fixed audio/video components and systems in a residential or business environment. It encompasses safe working practices; secure placement and connection of system components, following written and oral instruction and procedures and customer relations.

Nominal Hours: 120

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH007B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS


Descriptions: This unit covers identifying predictable faults and repairing by replacement of subassemblies in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH008B  ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT


Descriptions: This unit covers the installation, positioning and securing of terrestrial and satellite arrays and dishes and associated amplifiers and the reticulation of cables and connection of multiple access outlets and associated equipment. It encompasses safe working practices, selection of antennae and distribution components, installation techniques, use of testing devices and following written and oral instruction and procedures.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH011B  TROUBLESHOOT D. C. POWER SUPPLIES WITH SINGLE PHASE INPUT


Descriptions: This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltmeter, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d. c. power supplies with single phases input.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH012B  TROUBLESHOOT DIGITAL SUBSYSTEMS


Descriptions: This unit covers determining correct operation of digital systems.
It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in digital components circuits.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH013B  TROUBLESHOOT AMPLIFIERS**


Descriptions: This unit covers determining correct operation of amplifiers. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in amplifier sections/circuits.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH014B  TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS**


Descriptions: This unit covers determining correct operation of resonance circuits used in electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in resonance circuits.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**UEENEEH015B  DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS**


Descriptions: This unit covers developing, implementing and testing programming solutions in microcontroller based systems. It encompasses following development brief, using appropriate development software, writing code, applying problem solving procedures, testing and modifying of programs.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEENEEH016B  FIND AND REPAIR FAULTS IN THE MICROWAVE AMPLIFIER SECTIONS IN ELECTRONIC APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair of microwave amplifier sections in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH017B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO AND VIDEO REPLAY/RECORDING APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers identifying predictable faults and repairing by replacement of subassemblies in CD, DVD and tape replay/recording apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH018B  FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repairing of general electronic apparatus. The unit encompasses safe working practices, consulting apparatus service manuals, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH019B  CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers identifying predictable faults and their repair by replacement of subassemblies in televisions. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH020B  FIND AND REPAIR FAULTS IN GAMING AND GAMES EQUIPMENT

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair of gaming equipment. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 80

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH021B  FIND AND REPAIR FAULTS IN HIGH VOLUME OFFICE EQUIPMENT

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair in high volume photo copiers (40 to 80 ppm), fax machines and the like. The unit encompasses safe working practices, interpreting electrical and mechanical diagrams, applying knowledge of office equipment to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH022B  FIND AND REPAIR FAULTS IN REMOTE CONTROL APPARATUS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 60

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEENEEH023B FIND AND REPAIR FAULTS IN MICROWAVE HEATING APPARATUS


Descriptions: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH024B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN AUDIO COMPONENTS


Descriptions: This unit covers identifying predictable faults and repairing by replacement of subassemblies in audio components. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH025B PROVIDE SOLUTIONS TO SINGLE PHASE ELECTRONIC POWER CONTROL PROBLEMS


Descriptions: This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH026B PROVIDE SOLUTIONS TO POLYPHASE ELECTRONIC POWER CONTROL PROBLEMS


Descriptions: This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Nominal Hours: 60
Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH027B COMMISSION COMMERCIAL RADIO FREQUENCY (RF) TRANSMISSION AND RECEPTION SYSTEMS


Descriptions: This unit covers the setting-up and adjusting of RF transmission and reception systems for optimum performance. It encompasses safe working practices, signal testing and analysis, adjusting equipment, following procedures and documenting.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH028B INSTALL MICROWAVE AND ANTENNAE AND WAVEGUIDES


Descriptions: This unit covers the installation and testing of waveguides and antennae for microwave communications systems. It encompasses working safely and to installation standards, matching hardware and accessories with that specified for a given location, installation techniques, pre commission adjustment of antennae and waveguides and following instruction and procedures.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH030B DIAGNOSE AND RECTIFY FAULTS IN SATELLITE-BASED SURVEILLANCE AND OBSERVATION SYSTEMS


Descriptions: This unit covers fault finding and repair faults in surveillance and observation systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of surveillance system components, rectify faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH031B DIAGNOSE AND RECTIFY FAULTS IN RADAR APPARATUS AND SYSTEMS


Descriptions: This unit covers fault finding and repair faults in radar apparatus and system. The unit encompasses safe working practices, interpreting diagrams,
applying logical diagnostic methods and knowledge of radar system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH032B  DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS**

**Locations:** Footscray Nicholson.

**Descriptions:** This unit covers fault diagnosis and rectification in global positioning system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of GPS system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH033B  DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault diagnosis and rectification in telecommunication apparatus and systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of telecommunication system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH034B  DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers diagnosing and rectifying faults in the electronic aspects of electronic medical equipment. The unit encompasses safe working practices, interpreting process and circuit diagrams, applying knowledge of medical process controls to logical diagnosis procedures, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 120

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH035B  DESIGN CUSTOM ELECTRONIC INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the design of home entertainment aspects of custom electronic installations and energy control systems. It encompasses developing control scenarios based on a design brief, negotiating with architect/designer, builder and client and the like, applying knowledge of electronic audio/video components and home theatre acoustics and relevant electrical installation regulation, developing design drawings and obtaining approval for final design.

**Nominal Hours:** 120

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH036B  DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the design of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. It encompasses applying knowledge of electronic audio/video components, acoustics and visual displays, analogue and digital communication, multimedia storage and reproduction, negotiating with clients and others and documenting design.

**Nominal Hours:** 120

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH037B  PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers testing, adjusting and balancing of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. The unit encompasses working safely and to specifications, measuring and adjusting necessary parameters to meet specified performance, working with clients and documenting and certifying set performance parameters.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH038B  FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair of regulated and switch mode power supplies. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH039B  TROUBLESHOOT BASIC AMPLIFIERS
Descriptions: This unit covers determining correct operation of basic amplifier circuits. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in basic amplifier circuits.
Nominal Hours: 40
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH040B  DIAGNOSE AND RECTIFY FAULTS IN SONAR APPARATUS AND SYSTEMS
Descriptions: This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.
Nominal Hours: 40
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS
Descriptions: This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.
Nominal Hours: 40
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH042B  TROUBLESHOOT OSCILLATORS
Descriptions: This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.
Nominal Hours: 40
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH043B  DIAGNOSE AND RECTIFY FAULTS IN DIGITAL SUBSYSTEMS OF ELECTRONIC CONTROLS
Descriptions: This unit covers diagnosing and rectifying faults in digital components of electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of digital subsystems to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.
Nominal Hours: 60
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH044B  DIAGNOSE AND RECTIFY FAULTS IN ANALOGUE CIRCUITS AND COMPONENTS IN ELECTRONIC CONTROL SYSTEMS
Descriptions: This unit covers diagnosing and rectifying faults in analogue circuits and electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuit and components to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.
Nominal Hours: 60
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH045B  DEVELOP SOLUTIONS TO ANALOGUE ELECTRONIC PROBLEMS
Descriptions: This competency standard unit covers developing engineering solutions to resolve problems with analogue electronics. It encompasses working safely, apply extensive knowledge of analogue electronics circuit and device operation and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.
Nominal Hours: 80
Required Reading: 
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS


Descriptions: This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ASSESS COMPLIANCE OF ELECTRONIC APPARATUS


Descriptions: This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting the evaluation outcomes.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS


Descriptions: This unit covers the design and development of advanced digital systems. It encompasses working safely, following design brief, applying knowledge of digital components/devices, interpreting device/component specifications, constructing prototype devices, applying programming techniques to programmable devices, testing developed system prototype operation, verifying compliance of the design against the final brief, and documenting design and development work.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS


Descriptions: This unit covers developing engineering solutions to resolve problems with audio electronics. It encompasses working safely, applying extensive knowledge of audio electronics circuits and devices operation and application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS


Descriptions: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses, working safely and following oral and written instructions and procedures, setting up and connecting security system components, and applying customer relation protocols.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS


Descriptions: This unit covers installing, entering instructions and testing of electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses working safely and following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS


Descriptions: This unit covers entering instructions and testing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompass safe working practices, basic programming as directed in user manuals, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects;
assignments; personal appraisal; verbal assessment; profiling.

**UEENEE053B  PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers programming functions and testing electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses safe working practices, programming, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 120

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE054B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers installation and testing of security alarm system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security alarm functions, using circuit diagrams and schedules, and providing as-programmed document.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE055B  PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers installation and testing of security access control system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security functions, using circuit diagrams and schedules, and providing as-programmed document.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE056B  PROGRAM AND COMMISSION COMMERCIAL SECURITY CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers installation and testing of security CCTV systems typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security observation scenarios, programming security functions, using circuit diagrams and schedules, and providing as-programmed document.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE057B  DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers integrating security components to form a complete security system with up to 100 connected intrusion and access devices and based on common security scenarios. It encompasses applying knowledge of common security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and documentation of work activities.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE058B  DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers integrating security components to form a security system with multiple and interrelated subsystems. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEE059B  DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers integrating security components to form a complex security system across multiple sites with multiple and related subsystems and remote monitoring and control. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Nominal Hours:** 60

**Required Reading:** -
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**UEENEEH060B PLAN ELECTRONIC PROJECTS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers development and documentation of electronics project proposals, milestones and completions. The unit encompasses establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH061B POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers installing electronic fire detection and warning systems in buildings and premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting fire detection system and warning, components, and applying customer relation protocols.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH062B VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers testing and visual inspection for verifying that a fire protection system and components are safe, and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH063B ENTER AND VERIFY PROGRAMS IN PREPARATION FOR COMMISSIONING FIRE PROTECTION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH064B COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers commissioning fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH065B FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers fault finding and repair of fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring to the subassembly level. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

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**UEENEEH066B FAULT FIND MICROCONTROLLER BASED HARDWARE**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers determining correct operation of microcontroller systems. It encompasses working safely, problem solving procedures, providing solutions derived from measurements and calculations to predictable faults in microcontroller hardware.

**Nominal Hours:** 40

**Required Reading:** -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH067B COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS


Descriptions: This competency standard unit covers undertaking commissioning procedures of electronics and communications systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH068B MODIFY-REDISEIGN OF ELECTRONICS AND COMMUNICATIONS SYSTEMS


Descriptions: This competency standard unit covers the modification and redesign of electronics and communications systems to augment existing systems for clients. It encompasses safe working practices, system parameter reconfiguration, analysis to assure optimum performance, following procedures, and documenting final modifications and settings.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH069B SOLVE PROBLEMS IN ELECTRONIC CIRCUITS


Descriptions: This competency standard unit covers determining correct operation of single source parallel and series-parallel circuits and providing solutions as they apply to various electronic work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 100

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH070B TERMINATE AND CONNECT COMPONENTS, CONDUCTORS, WIRING AND CABLES FOR ELECTRONIC CIRCUITS


Descriptions: This unit covers the implementation, performance and evaluation of component connections and terminations of conductors, wiring, cables, and other recognised mediums. It encompasses implementing reliable termination and connection processes, working to specifications, safe use of connection and termination tools, safe use of termination and/or soldering devices, selection and placement of components, termination and connection preparation, termination and connection techniques, and evaluating termination and connection work.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH071B FIND AND REPAIR FAULTS IN TELEVISION RECEIVERS


Descriptions: This unit covers fault finding and repair of faults in signal processing and scanning and deflection sections of television receivers. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH072B FIND AND REPAIR FAULTS IN COMMUNICATION SYSTEMS


Descriptions: This unit covers fault finding and repair of communication systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH073B FIND AND REPAIR FAULTS IN PROFESSIONAL AUDIO REPRODUCTION COMPONENTS


Descriptions: This unit covers fault finding and repair of professional and high-end audio amplifiers, preamplifiers, receivers, graphic equalizers, speakers and the like. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 120
Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH075B FIND AND RECTIFY FAULTS AND MALFUNCTIONS IN SECURITY SYSTEM INSTALLATIONS


Descriptions: This unit covers fault finding and repair of security system installations. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of security systems to logical fault finding procedures, rectifying faults/malfunctions, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH076B DIAGNOSE AND RECTIFY FAULTS IN DISPLAY CIRCUITS


Descriptions: This unit covers fault finding and repair of faults in cathode ray tubes, liquid crystal and plasma display circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of display circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH077B DIAGNOSE AND RECTIFY FAULTS IN RECORDING AND REPLAY APPARATUS


Descriptions: This unit covers fault finding and repair of faults in SACD, DVD and DVDA recording and replay apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of recording and replay apparatus components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH078B DIAGNOSE AND RECTIFY FAULTS IN AUDIO/VIDEO RECORDING EQUIPMENT


Descriptions: This unit covers fault finding and repair of ACR, CD, VCR and DVD players/recorders. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of camera circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH079B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TELEVISION APPARATUS


Descriptions: This unit covers fault finding and repair of faults in digital television apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital television apparatus circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEH080B DIAGNOSE AND RECTIFY FAULTS IN DIGITAL TRANSMISSION SYSTEMS


Descriptions: This unit covers fault finding and repair of faults in digital transmission systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital transmission systems circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 80

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical
DESCRIPTIONS:


DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS


DESCRIPTIONS:

This unit covers developing engineering solutions to resolve problems with RF amplifiers. It encompasses working safely, applying extensive knowledge of RF amplifier circuits and device operation and their application, gathering and analyzing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Nominal Hours: 40

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ANALYSE THE PERFORMANCE OF WIRELESS-BASED ELECTRONIC SYSTEMS


DESCRIPTIONS:

This unit covers the analysis of wireless-based electronic systems to provide solutions to mobile communications performance. It encompasses working safely, applying extensive knowledge of mobile communications parameters, gathering and analyzing data, applying problem solving techniques, developing and documenting results and solutions for use in design work.

Nominal Hours: 40

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

MODIFY DSP BASED SUB-SYSTEMS


DESCRIPTIONS:

This unit covers modifying electronic DSP based sub-systems. It encompasses working safely, following design brief, apply knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.

Nominal Hours: 40

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES


DESCRIPTIONS:

This unit covers the installation and setting up of transducers and sensors. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections, adjusting and setting up devices to specifications and manufacturer instructions and completing the necessary installation documentation.

Nominal Hours: 40

Required Reading:

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

PREPARE REFRIGERATION TUBING AND FITTINGS


DESCRIPTIONS:

This unit covers the preparation of refrigeration tubing and fittings. It encompasses working safely, following design brief, apply knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.
FACULTY OF TECHNICAL AND TRADES INNOVATION


Descriptions: This unit covers the basic connection of refrigeration and air conditioning piping/tubing and fittings. It encompasses the safe use of hand, fixed and portable power tools for cutting, flaring, bending, swaging, silver brazing copper tube to copper tube, bundy tube and brass and steel fittings, measurement and reading drawings and diagrams.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UESNEEJ003B  DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS


Descriptions: This unit covers the determination of the operating conditions of vapour compression systems. It encompasses working safely, determining refrigerant pressures and temperatures and relevant air and water temperatures using measurement and basic calculation methods.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UESNEEKO10B  CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS


Descriptions: This unit covers coordinating the maintenance of renewable energy apparatus and systems. It encompasses working safely, following maintenance schedules, ascertaining the extent of any repairs required, and the personnel needed to repair the breakdown, providing technical support to maintenance personnel and reporting.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UESNEEKO12B  PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES


Descriptions: This unit covers monitoring energy use and providing basic sustainable energy options to reduce the energy consumption in domestic residences. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UESNEEKO13B  APPLY SUSTAINABLE ENERGY PRACTICE IN DAILY ACTIVITIES

Locations: Sunshine.

Descriptions: This unit covers applying sustainable energy practices in daily activities both at and outside the workplace. It encompasses applying sustainable energy practice in daily activities.

Nominal Hours: 100

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UESNEEKO14B  PROMOTE SUSTAINABLE ENERGY PRACTICE IN THE COMMUNITY

Locations: Sunshine.

Descriptions: This unit covers the promotion of recognised, safe, sustainable energy practices to others in the community.

Nominal Hours: 40

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

UESNEEKO22B  PLAN RENEWABLE ENERGY PROJECTS


Descriptions: This unit covers development and documentation of renewable energy project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UESNEEKO23B  CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS


Descriptions: This unit deals with the replacement of electrical and nonelectrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and reporting repair activities.
**UEENEEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers installing of photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement and connection of apparatus, following written and oral instruction and procedures and customer relations.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK025B SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 80

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK025C SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus operated at extralow voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 80

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**PHOTOVOLTAIC POWER SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK027B DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers diagnosing and rectifying faults in renewable energy control systems. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK028B SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extra-low voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEK029B DESIGN RENEWABLE ENERGY HEATING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the design of renewable energy heating systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and
documenting design calculations and criteria.

**Nominal Hours:** 120

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**Location:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers the design of hybrid power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

**Nominal Hours:** 80

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**Location:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers the installation, adjustment and set up of stand-alone photovoltaic power systems. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

**Nominal Hours:** 60

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**Location:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers the preparation of grid connected power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are meet and documenting design calculations and criteria.

**Nominal Hours:** 120

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**Location:** Footscray Nicholson, Sunshine.

**Description:** This competency standard unit covers the preparation of grid connected photovoltaic power systems for connection to an electricity supply grid via an inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, preparing for the required circuit connections and completing the necessary installation documentation.
the necessary installation documentation.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEK040B DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS


Descriptions: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEK041B DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS


Descriptions: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured parameters.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEK042A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES


Descriptions: This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek energy reduction strategies in the workplace. The unit seeks to minimise negative impacts on the environment.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS


Descriptions: This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosion-protected equipment; monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS


Descriptions: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES


Descriptions: This unit covers the gas detection aspects of ensuring a work place is safe from explosive and toxic gases and vapours. It requires the ability to use measuring instruments accurately, follow written instructions and to write instructions for others.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS


Descriptions: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Nominal Hours: 60

Required Reading: -
**UEENEEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the installation, calibration and response checking of permanent gas detection equipment. It requires the ability to match equipment with that specified for a given location and to use manufacturer manuals to maintain accuracy of gas monitoring devices.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to standards and manufacturer instructions and complete the necessary maintenance documentation.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM007B OVERHAUL AND REPAIR EXPLOSION-PROTECTED EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment. It requires the ability to establish and document the level of work required, arranging for the overhaul/repair to be carried out, verify compliance of overhauled/repaired equipment and complete the necessary documentation.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of assessing compliance of electrical equipment. It requires the ability to assess and to report on the integrity of equipment, gather assessment and test documentation from accredited testing stations and prepares submissions to accredited certification bodies.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM009B TEST INSTALLATIONS IN HAZARDOUS AREAS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects for electrical installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM010B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects for conducting visual and close inspections of electrical installations for hazardous areas. It requires the ability to follow inspection programs, work safely, and identify conditions that affect the integrity of explosion-protection and document inspection findings.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEM011B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects for conducting initial, periodic and sample audit inspections of explosion-protected equipment and installations. It requires the ability to audit a site dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.
UEENEM012B  DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS

**ELECTRICAL EQUIPMENT**

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of plant maintenance schemes. It requires the ability to develop and manage maintenance programs incorporating strategies for periodic inspections, repair/overhaul/replacement of components and recording of maintenance outcomes.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEM013B  ENSURE THE SAFETY OF HAZARDOUS AREAS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of ensuring that potentially explosive atmospheres, generated by production, processing or servicing activities, do not pose a hazard to persons, property or the environment.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEM014B  DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of designing and developing modifications to explosion-protected equipment. It requires the abilities in technical design and compliance assessments and documentation.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEM015B  CLASSIFY HAZARDOUS AREAS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers knowledge and skills to classify areas where potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones delineating the levels of risk.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEM016B  DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects planning electrical installations for hazardous areas. It requires the ability to identify hazardous area zones from classification diagrams, identical examples of previously classified areas or those given in standards and to select and locate explosion-protected equipment and wiring systems and other items that may influence the explosion-protection technique.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEM017B  DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers the explosion-protection aspects of design electrical systems. It requires the ability to establish design briefs and to pursue economical and effective design solutions.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEP002B  ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 250V a. c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

**Nominal Hours:** 10

**Required Reading:** Introduction to Electrical Trade Hampson

**Assessment:** The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UEENEEP008B  CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT

**Locations:** Footscray Nicholson, Sunshine.

**Descriptions:** This unit covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment.
and complete testing documentation.

Nominal Hours: 20

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UETTDRE01A  APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES


Descriptions: This Unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks and impacts; the undertaking of work in accordance with sustainable energy and energy conservation principles; the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating and contributing in environmental procedures according to established enterprise requirements.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UETTDRE02A  OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPARATUS


Descriptions: This unit covers determining correct operation of single source d. c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Nominal Hours: 40

Required Reading: Introduction to Electrical Trade Hampson

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

UTENES009A  PARTICIPATE IN THE TRAINING OF OTHERS


Descriptions: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours: 52

Required Reading: -

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

UTENES050A  IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES


Descriptions: Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.

Nominal Hours: 80

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

**UTENES056A** APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES


Descriptions: Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.

Nominal Hours: 100

Required Reading: -

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

**UTENES105GA** INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)


Descriptions: Install wiring enclosures, cable support systems, cables and accessories.

Nominal Hours: 20

Required Reading: -

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

**UTENES105JA** INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE)


Descriptions: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours: 20

Required Reading: -

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

**UTENES106BA** INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)


Descriptions: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours: 180

Required Reading: -

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

**UTENES206BA** MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)


Descriptions: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours: 180

Required Reading: -

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

**UTENES301BA** UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)


Descriptions: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours: 180

Required Reading: -

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

**UTENES304CA** UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)


Descriptions: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.

Nominal Hours: 180

Required Reading: -

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

**UTENES402BA** TEST APPARATUS AND CIRCUITS (ELECTRICAL)


Descriptions: Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours: 200

Required Reading: -

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

**UTENES406CA** DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)


Descriptions: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.

Nominal Hours: 180
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**VBN769 PERFORM BASIC MACHINING PROCESSES**

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.

Nominal Hours: 20

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

**VBN770 APPLY BASIC FABRICATION TECHNIQUES**

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.

Nominal Hours: 40

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

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

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment.

Nominal Hours: 20

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

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

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to operate a computer, organise the desktop, select the appropriate engineering application package and process information for a range of functions.

Nominal Hours: 20

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

**VBN773 PRODUCE BASIC ENGINEERING SKETCHES AND DRAWINGS**

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings.

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

VBN774 PERFORM BASIC COMPUTATIONAL PRINCIPLES IN ENGINEERING WORK ACTIVITIES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to perform basic computations in the workplace. This includes the correct use of fractions and decimals.

Nominal Hours: 20

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

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

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to plan the fabrication of engineering components. This involves defining the problem, identifying and reviewing specifications, determining resources, production sequence and schedules.

Nominal Hours: 20

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

VBN777 HANDLE ENGINEERING MATERIALS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to safely handle materials in accordance with occupational health and safety requirements and enterprise procedures. This involves using manual handling techniques, operating mechanical handling equipment and handling industrial chemicals and materials.

Nominal Hours: 20

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

VBN778 PRODUCE BASIC ENGINEERING COMPONENTS AND PRODUCTS USING FABRICATION AND MACHINING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication and machining techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and tooling, producing components and assembling components. The unit is intended as a broad based unit with a practical, project-based focus. It develops the basic skills and techniques attained through the pre-requisite machining and fabrication units and prepares the candidate for later elective specialisation units.

Nominal Hours: 60

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

VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS

Locations: Sunshine.

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

Nominal Hours: 60

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

VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite fabrication units.

Nominal Hours: 60

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

VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES

Locations: Sunshine.

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

Nominal Hours: 60

Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBN782  PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to perform: - basic welding using manual metal arc welding (MMAW) - basic welding using gas metal arc welding (GMAW) - basic thermal cutting using fuel gas equipment. This involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

VBN783  CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce engineering drawings using a computer aided system. The unit is intended to build on the skills and techniques attained through the pre-requisite units VBN772 Use computers for engineering work related activities and VBN773 Produce basic engineering sketches and drawings. Use of computer aided systems for producing engineering drawings.

Nominal Hours: 60

Required Reading: -

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

VBN785  ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to assemble and test electronic engineering equipment and make it operational. This involves identifying task requirements, preparing components, assembling electronic equipment and testing equipment to ensure correct operation.

Nominal Hours: 60

Required Reading: -

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

VBN786  FABRICATE BASIC JEWELLERY ITEMS

Locations: Sunshine.

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

Nominal Hours: 60

Required Reading: -

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

VBP118  CARRY OUT A SHARED TECHNOLOGY PROJECT


Descriptions: This unit of competency sets out the knowledge and skills required to carry out a shared technology project by merging distinct electrotechnology domains to achieve an innovative and integrated technical solution. This includes planning, preparation and conduct of a projects in accordance with a project management plan.

Nominal Hours: 60

Required Reading: -

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

VBP119  PERFORM BASIC NETWORK AND COMPUTER ASSEMBLY


Descriptions: This competency unit sets out the knowledge and skills required to construct and configure basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

Nominal Hours: 30

Required Reading: -

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

VBP120  PERFORM BASIC NETWORK AND COMPUTER MAINTENANCE


Descriptions: This competency unit sets out the knowledge and skills required to maintain, upgrade and troubleshoot basic standalone computers and small networks consisting of a maximum of five computers linked by a network.

Nominal Hours: 30

Required Reading: -

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

VBP121  INSTALL AND CONFIGURE BASIC NETWORK AND COMPUTER OPERATING SYSTEMS


Descriptions: This competency unit sets out the knowledge and skills required to install and configure computer and network operating systems. This units covers stand alone computer operating systems and network operating systems suitable for small networks not exceeding five workstations.

Nominal Hours: 40

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBP122  INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM


Descriptions: This competency unit sets out the knowledge and skills required to install and test a home entertainment system. This includes interconnecting domestic video, audio and control equipment to create an integrated home entertainment system.

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

VBP123  BUILD A SMALL WIRELESS LAN


Descriptions: This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.

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

VBP124  INSTALL AND TEST A WIRELESS INTERCOM SYSTEM


Descriptions: This competency unit sets out the knowledge and skills required to install and test a wireless intercom system.

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

VBP125  CONDUCT SITE SURVEY FOR A WIRELESS NETWORK


Descriptions: This competency unit sets out the knowledge and skills required to conduct a site survey for a wireless network and produce documentation for network implementation or upgrade.

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

VBP126  SET UP AND OPERATE A WIRELESS COMMUNICATIONS LINK


Descriptions: This competency unit sets out the knowledge and skills required to set up and operate a wireless communications link. This includes point to point links for a range of purposes using a range of frequency bands and may extend into the infrared and visible portion of the electromagnetic spectrum.

VBP127  INSTALL COMMUNICATIONS ANTENNAE


Descriptions: This competency unit sets out the knowledge and skills required to install communications antennas. This includes basic receiving and transmitting antennas for mainly domestic, small commercial and short distance communications application. This unit is not intended to cover the installation of antennas in complex communications networks and broadcasting applications and where the installation requires substantial mechanical support structures.

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

VBP128  SET UP AND TEST AN EMBEDDED CONTROL SYSTEM


Descriptions: This unit of competency sets out the knowledge and skills required to install, set up and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.

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

VBP129  TEST AND VERIFY CORRECT OPERATION OF A "BY-WIRE" CONTROL SYSTEM


Descriptions: This unit of competency sets out the knowledge and skills required to test and verify correct operations of a "by-wire" control system. This includes input transducers, output devices, serial bus concepts, channel multiplexing and use of this technology in aviation, automotive, building automation and remote control applications.

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

VBP130  IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)


Descriptions: This unit of competency sets out the knowledge and skills required to implement, from a given design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.
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Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP131 CONSTRUCT AND CONFIGURE A BASIC ROBOTIC SYSTEM
Descriptions: This unit of competency sets out the knowledge and skills required to construct and configure a basic robotic system. Typical tasks for basic robotics system operation include pick and place, motion, navigation. This unit does not include large, complex industrial robotic systems used in manufacturing operations.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP132 PROGRAM A BASIC ROBOTIC SYSTEM
Descriptions: This unit of competency sets out the knowledge and skills required to program small robotic systems. This includes standard developing steps taken when creating code in integrated programming environments and consequently applying the programming code to controlling robotic systems.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP133 PLAN AND BUILD A SYSTEM USING PHOTONIC EQUIPMENT
Descriptions: This unit of competency sets out the knowledge and skills required to plan and build systems using photonics equipment. This includes identifying photonic components and equipment, interconnecting them and performing measurements on the operating circuits.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP134 USE PHOTONIC EQUIPMENT IN ENGINEERING TECHNOLOGY
Descriptions: This unit of competency sets out the knowledge and skills required to photonic equipment to measure, calculate and detect distance, movement, size, colour and shape in engineering processes.
Nominal Hours: 30

VBP135 USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY
Descriptions: This unit of competency sets out the knowledge and skills required to use photonic equipment to generate, transmit and detect data in communications technology.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP136 OPERATE A SMALL POWER SUPPLY SYSTEM
Descriptions: This unit of competency sets out the knowledge and skills required to monitor the operation of a small scale power supply system at the site of power supply system. The output of the system is not to exceed 32VDC and not to be connected to main electricity grid.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP137 ASSEMBLE AND CONNECT AN EXTRA LOW VOLTAGE BATTERY POWER SOURCE
Descriptions: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of a battery source for a given DC load. This includes wiring up and testing the installation. The voltage of the battery source must not exceed 24 volts DC.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
VBP138  MAINTAIN RECHARGEABLE BATTERY SYSTEMS
Descriptions: This unit of competency sets out the knowledge and skills required to plan, maintain and commission commonly used rechargeable (secondary) battery systems not exceeding 24 volts DC.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP139  IDENTIFY AND LOCATE BUILDING BLOCKS OF A CENTRALISED POWER GENERATION SYSTEM
Descriptions: This unit of competency sets out the knowledge and skills required to locate and identify the building blocks and outline broad principles of operation for a reticulated centralised power system.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP140  SET UP AN EXTRA LOW VOLTAGE EMERGENCY POWER SUPPLY SYSTEM (NOT EXCEEDING 32V)
Descriptions: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of an emergency power supply system not exceeding 32V.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP141  INSTALL A SUSTAINABLE EXTRA LOW VOLTAGE ENERGY POWER SYSTEM
Descriptions: This unit of competency sets out the knowledge and skills required to plan to install, install and commission a sustainable energy power system.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBP228  APPLY MATHEMATICAL SOLUTIONS TO ENGINEERING PROBLEMS
Locations: Sunshine.
Descriptions: This unit of competency sets out the knowledge and skills required to apply mathematical concepts and methods that are common to all engineering fields.
Nominal Hours: 0
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP229  APPLY STATISTICAL METHODS FOR QUALITY CONTROL AND RELIABILITY
Locations: Sunshine.
Descriptions: This unit of competency sets out the knowledge and skills required to apply statistical concepts and methods that are common to all engineering fields for the purpose of quality control. This includes averages, probability, frequency distributions, standard deviation, and quality control applications. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP230  APPLY SCIENTIFIC PRINCIPLES TO ENGINEERING PROBLEMS
Locations: Sunshine.
Descriptions: This unit of competency sets out the knowledge and skills required to apply scientific principles to solve problems common to all engineering fields. This includes quantities and units, vector and scalar quantities, kinematics dynamics, heat and temperature, constitution of matter and error and uncertainty. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.
Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP231 APPLY PRINCIPLES OF MECHANICS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply mechanics concepts and principles to solve problems common to all engineering fields. This includes forces, moments, friction and frames. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP232 APPLY PRINCIPLES OF STRENGTH OF MATERIALS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply principles of strength of materials to standard engineering problems. This includes stress, strain, deformation, and properties of sections, shear force and testing 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP234 APPLY CALCULUS TO ENGINEERING PROBLEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply calculus to the solution of engineering problems. This includes differentiation and integration, applications to rectilinear motion, maxima and minima and simple differential equations. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP235 USE COMPUTER AIDED DRAFTING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply Computer Aided Drafting using 2D techniques for engineering applications. This includes complex and advanced applications of Computer Aided Drafting systems. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP236 USE ADVANCED 2D

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to create 2D and 3D wireframe and surface models and their representation on working drawings for engineering applications. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP237 APPLY COMPUTER BASED SOLID MODELLING TECHNIQUES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply modelling techniques to three-dimensional drawings to create models of solid objects for computer processing and presentation purposes. This includes applications in CAD, computer graphics and animation, Rapid prototyping, medical testing, and visualisation of scientific research. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP243  PLAN, IMPLEMENT AND APPLY PREVENTATIVE MAINTENANCE PROCEDURES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to plan, implement and apply a preventative maintenance program for an engineering workplace. This includes planning the preventative maintenance task according to already established procedures, taking appropriate measures to set up the operational conditions for implementing the task and finally coordinate and carry out the preventative maintenance work. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP244  ESTABLISH AND MANAGE MAINTENANCE SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to establish and manage maintenance systems within an engineering environment that causes minimum disruption to plant/equipment and is cost effective. This includes the application of computerised maintenance management systems and the development of maintenance policy. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP246  SELECT AND MAINTAIN BEARING AND ROTARY SHAFT ASSEMBLIES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to select, maintain and review plain and anti-friction bearing assemblies, and rotary shaft seals. This includes selecting and applying appropriate lubricants and conducting premature fault analysis. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP250  SET UP MANUFACTURING PROCESSES FOR ENGINEERING APPLICATIONS

Locations: Sunshine.

Descriptions: This unit covers the skills and knowledge required to select and set up principal methods of manufacturing in the manufacturing industry, including metal forming operations, fabrication, powder metallurgy, machine tools and CNC. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP252 APPLY COMPUTER AIDED MANUFACTURING (CAM) PROCESSES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to access a CAM software package, create or recall a CAD/CAM drawing, generate a 2D CAM code file, produce the basic CNC code and produce a work piece on a CNC machine tool. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP253 APPLY COMPUTER AIDED MANUFACTURING (CAM) 2D PROGRAMMING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce 2D CAM and NC programs for CNC machines. The programs should incorporate the 2D features of both the software package and CNC controller. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP255 PROGRAM A 3D MACHINE CENTRE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce basic 3D CAM and NC programs for a CNC milling centre. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP256 PROGRAM 4TH AXIS APPLICATIONS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce basic CAM and NC programs for 4 axis machining centres and Mill Turn lathes. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP257 CREATE ADVANCED PROGRAMS FOR CNC MACHINE CENTRES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce advanced 3D CAD/CAM and NC programs for 4 and/or 5 axes CNC machining centres. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP258 IMPLEMENT BASIC MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply basic principles of materials science to engineering problems applications. It involves testing of materials to evaluate the engineering properties of materials and includes the recognition of common materials used in engineering, the classification of materials, the properties of materials and the factors that influence those properties. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP264 IMPLEMENT ADVANCED MATERIALS SCIENCE PRINCIPLES TO ENGINEERING APPLICATIONS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply advanced principles of materials science to engineering problems applications. This includes the identification and description of structure and properties of materials, metalurgy, heat treatment processes for metals, strengthening mechanisms, surface engineering and failure mechanisms. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP265 PLAN FOR THE IMPLEMENTATION OF MECHANICAL DRIVE SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to plan for the implementation of mechanical drive systems. This includes using catalogues and drawing of components including shafts, couplings, belts, chains, gears variable speed drives, brakes, clutches, bearings, winch equipment, reciprocating drives/linear to rototational 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP266 APPLY FLUID MECHANIC PRINCIPLES IN MECHANICAL ENGINEERING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply fluid mechanic principles in mechanical engineering. This includes the principles and applications of fluids, fluid components, fluid status, fluid flow, fluid power, and forces developed by flow in fluids. To perform calculations to determine changes, forces etc. fluid flow and headloss in pipes and through open channels, to determine operational aspects of a pump in a system and to describe the basic types of fluid machinery. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP267 SET UP FLUID POWER CONTROLLED ENGINEERING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to develop the knowledge and skills to set up fluid power controlled systems. This includes the maintenance and repair of single and multi actuator fluid power circuits. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP269 APPLY HYDRAULIC PRINCIPLES IN ENGINEERING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply hydraulic principles in engineering. It involves the operation, maintenance and construction of hydraulic system and machine control circuity. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP270  APPL Y PNEUMATIC PRINCIPLES IN ENGINEERING.

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply pneumatic principles in engineering. It involves the operation, maintenance and construction of pneumatic system and machine control circuits. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP271  SET UP M ECHATRONICS ENGINEERING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to plan and construct a mechatronics engineering system and interface it with a standard industrial programmable controller for a complete operating system. It includes all wiring and programming to achieve automation together with commissioning and troubleshooting requirements. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP272  INTERFACE AND PROGRAM M ECHATRONICS ENGINEERING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to interface and program mechatronics systems with solid-state hardware sequencing devices and personal computer interfacing. This includes building a dedicated solid-state hardware controller for selected sequencing operations. It also covers the skills and knowledge required when adding at least 2 analog inputs and 1 analog output using a PC interface to assist in computing dependant output/input conditions.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP273  PERFORM VIBRATION MEASUREMENT AND CONTROL

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to select suitable vibration measuring equipment, use and apply the instruments required to evaluate, monitor and control machine vibrations. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP274  DESIGN MECHANICAL ENGINEERING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to design mechanical engineering systems. This includes use of codes, catalogues and design handbooks to extract information to make appropriate calculations and/or selections. This is based on skills encompassing project management, client liaison, design options, tender documentation and technical reporting. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP275  PROGRAM, OPERATE AND SELECT A ROBOTICS SYSTEM

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to program, operate and select a robotics system. This includes identification, installation and maintenance procedures, program simulated industrial applications, CAD techniques to program robots off-line and to download programs to robots. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed
to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP276  PLAN AND MANAGE A ROBOTICS SYSTEM

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to select, install and commission robots for industrial application. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP277  APPLY THERMODYNAMIC PRINCIPLES IN ENGINEERING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply thermodynamic principles in engineering. This includes concepts, forms and principles and performing relevant calculations with respect to thermodynamics. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP278  DESIGN MECHANICAL MACHINES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to design rotating machines, using catalogues and standard machine designs. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP279  IMPLEMENT SITE INVESTIGATION PROCEDURES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply site investigation procedures and geological studies, through an understanding of engineering soils, major rock and mineral types, in accordance with AS 1726. This includes tests that are common to the behaviour of engineering soils, in accordance with AS 1289. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP280  APPLY CONSTRUCTION PRINCIPLES TO CIVIL ENGINEERING WORKS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, costs estimates and the reporting of actual versus estimated project costs. This includes the documenting of people, plant, equipment and processes employed in the building and civil construction industry.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP281  APPLY PRINCIPLES OF MATERIALS OF CIVIL ENGINEERING APPLICATIONS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required in practical activities and tests that are common in construction materials, such as aluminium, brick, timber and concrete. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60
VBP282 APPLY ENVIRONMENTAL SOLUTIONS TO ENGINEERING PROJECTS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to undertake an environmental study for an engineering project, including pollution problems, methods used for monitoring the environment and principles used for restoration programs. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP283 APPLY PRINCIPLES OF MECHANICS TO ENGINEERING STRUCTURES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to perform analyses concerned with the mechanical properties of materials as they relate to problems of strength and stability of structures and mechanical structures. This includes the calculation of different kinds of loading on structural elements. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP284 APPLY SURVEYING FOR CIVIL ENGINEERING PROJECTS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to design and establish survey control for engineering and construction purposes. This includes the measurement and calculation of survey data, drawing of sketch plans, collection and processing of topographical data for detail mapping and related computational skills. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP285 PERFORM MEASUREMENTS AND LAYOUT TASKS ON CONSTRUCTION SITES

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to perform basic measurement and layout tasks on construction sites, including the use of levels and distance measuring techniques. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP289 PRODUCE AN ENGINEERING DESIGN FOR A REINFORCED CONCRETE STRUCTURE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
VBP290  PRODUCE AN ENGINEERING DESIGN FOR A STEEL STRUCTURE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple steel structures from first principles, using appropriate design aids. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 60

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP291  PRODUCE REINFORCED CONCRETE DRAWINGS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce typical drawings for the detailing of reinforced concrete elements of buildings, in accordance with standard practice in AS1100. 501 and AS3600. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP293  PRODUCE STRUCTURAL STEEL DRAWINGS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to produce the skills and principles necessary to produce drawings for structural steel elements, in accordance with accepted practice as outlined in AS4100 and Australian Institute of Steel Construction (AISC) manuals. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP294  PRODUCE ADVANCED ENGINEERING DRAWINGS FOR A STEEL STRUCTURE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete typical structural steel drawings in accordance with accepted practice as outlined in AS1100. 501 and AS4100. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP296  PRODUCE ENGINEERING DRAWINGS FOR A RURAL ROAD

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete typical road drawings required in the geometrical layout of rural roads, to the standards of AS1100. 401. 1. 1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP298  PRODUCE ENGINEERING DRAWINGS FOR A STORMWATER RETICULATION SCHEME

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete engineering drawings for a stormwater reticulation scheme, in accordance with AS1100. 401 and relevant drainage standards.

Nominal Hours: 20

Required Reading: Mechanics and strength of Materials Roger Kinsky 2009

McGraw Hill

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements,
including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP299 APPLY SURVEYING COMPUTATIONS TO CIVIL ENGINEERING PROJECTS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply computational concepts and methods that are common to civil engineering and surveying projects. This includes the conversion of survey measurements and data into surveying and mapping coordinates and computational set out data to facilitate the construction of an engineering project. This does not include the use of calculators. 1.1 License to practice No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Nominal Hours: 40
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP263 APPLY PRINCIPLES OF METROLOGY IN MANUFACTURING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply principles of metrology to the manufacture of products during and after fabrication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP264 APPLY PRINCIPLES OF ADVANCED METROLOGY IN MANUFACTURING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply principles of advanced metrology to the manufacture of products during and after fabrication. This includes process variability for large-scale production runs, effects and control of temperature, precise angular measurements and measurements of complex forms, such as screw threads, gears and cams. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP266 PROGRAM AND SET UP CO-ORDINATE MEASURING MACHINES (CMM)

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to develop programs for co-ordinate measuring machines, setting up measurement probes and preparing the CMM for measurement data acquisition of engineering components. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP267 INTEGRATE CO-ORDINATE MEASURING MACHINES INTO MANUFACTURING

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to integrate co-ordinate measuring machines into an automated manufacturing process. This includes networking the CMM inspection process into the overall control loop, and set up the system to perform automated analysis of process trends and, within limits, compensate for non-compliant process trends. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 80
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBP448 PREPARE SPECIFICATIONS FOR THE SUPPLY OF MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY PROJECTS


Descriptions: Prepare specifications for the supply of materials and equipment for electrotechnology projectsContent This unit of competency sets out the knowledge and skills required to write technical specifications for the supply of materials and equipment for electrotechnology projects. This includes the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU449 ESTIMATE ELECTROTECHNOLOGY PROJECTS
Descriptions: This unit of competency sets out the knowledge and skills required to estimate costs for competitive quotations and tenders. This includes understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU450 PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS
Descriptions: This unit of competency sets out the knowledge and skills required to provide quotations for installation and service work. This includes understanding job specifications, using suppliers’ catalogues, making enquiries telephone or email, selecting materials complying with the job requirements, estimating direct and indirect costs, completing quotation documentation and maintaining good customer relations.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS
Descriptions: This unit of competency sets out the knowledge and skills required to ensure regulatory, technical, occupational and workplace relations requirements are met in conducting a contracting business. It includes applying knowledge of business practices, technical regulations and standards, legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU452 SET UP AND COMMISSION PROGRAMMABLE LOGIC CONTROLLERS
Descriptions: This unit of competency sets out the knowledge and skills required to set up and commission programmable logic controllers. This includes selecting PLCs suitable for a given control application, determining interfacing requirements, performing installation and/or maintenance tasks, and setting up, testing and making adjustments as per specifications. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU453 WRITE PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS
Descriptions: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions, develop and test control programs using a range of programming language approaches developed for PLCs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU454 DEVELOP, ENTER AND VERIFY PROGRAMS FOR SCADA SYSTEMS
Descriptions: This unit of competency sets out the knowledge and skills required to develop, install and test programs for supervisory control and data acquisition. This includes working safely, process analysis, developing database of process conditions, developing Human-Machine Interface (HMI), using dedicated SCADA software packages and documenting programs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act 1998 and Electricity Safety (Installation) Regulations.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

VBQU455 INTEGRATE PROGRAMMABLE LOGIC CONTROLLERS INTO INDUSTRIAL CONTROL PROCESSES
Descriptions: This unit of competency sets out the knowledge and skills required to integrate programmable logic controllers into industrial control processes. This includes working safely, integrating various sensors and transducers with PLC I/O modules, using A/D and D/A converters with industrial computer systems, interfacing requirements between electronic modules and other system components, signal

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conditioning and use of programming techniques for converting electronic hardware signals into appropriate data structures for subsequent processing. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

VBQU456 DIAGNOSE AND RECTIFY FAULTS IN SERVO DRIVE SYSTEMS

Descriptions: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in servomotor control systems and stepper motor drive systems. This includes working safely; applying knowledge of servomotor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

VBQU457 DIAGNOSE AND RECTIFY FAULTS IN AC MOTOR DRIVE SYSTEMS

Descriptions: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in AC motor control systems. This includes working safely; applying knowledge of AC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

VBQU458 DIAGNOSE AND RECTIFY FAULTS IN DC MOTOR DRIVE SYSTEMS

Descriptions: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in DC motor control systems. This includes working safely; applying knowledge of DC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

VBQU459 INSTALL AND MAINTAIN INDUCTION MOTORS

Descriptions: This unit of competency sets out the knowledge and skills required to install and maintain induction motors. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and replacement of single phase and 3 phase induction motors. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

Nominal Hours: 60
Required Reading: -
Assessment: Written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, profiling on internet, RTO/workplace projects and RTO/workplace assignments.

VBQU460 EVALUATE PERFORMANCE OF ELECTRICAL MACHINES

Descriptions: This unit of competency sets out the knowledge and skills required to evaluate the performance of electrical machines across their load range. This includes working safely; setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

VBQU461 DIAGNOSE AND RECTIFY FAULTS IN INDUSTRIAL CONTROL EQUIPMENT AND SYSTEMS

Descriptions: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in industrial control equipment and systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to
If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

**VBQU462 DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC POWER CONTROL SYSTEMS**


Descriptions: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in electronic power control systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

**VBQU463 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE**


Descriptions: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions and developing and testing control programs using a range of programming language approaches. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

**VBQU464 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS**


Descriptions: This unit of competency sets out the knowledge and skills required to interpret process and circuit diagrams, perform functional tests, optimise control loops and report control system malfunction. This includes working safely; applying knowledge of control systems in collecting and analysing data and problem solving. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act. 1998 and Electricity Safety (Installation) Regulations.

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

**VBQU618 APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING**

Locations: Newport, Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to apply OH&S risk management principles to a technology teaching environment. This includes understanding a technology teaching environment, from the perspective of OHS risks, risk controls and supervising the safe operations. Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.

Nominal Hours: 8
Required Reading: Getting Started with Workplace Health and Safety Worksafe Victoria 2001 Victoria WorkCover Authority
Assessment: Students can be assessed via the following methods: RPL, observation, oral or written, communications, simulation or inspection.

**VBQU619 SAFELY OPERATE AND MAINTAIN WOOD WORKING MACHINES**

Locations: Newport, Sunshine.

Prerequisites: VBQU618 - APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING

Descriptions: This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to safely operate and maintain wood working machines used in secondary schools for technology teaching. Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.

Nominal Hours: 16
Required Reading: Getting Started with Workplace Health and Safety Worksafe Victoria 2001 Victorian WorkCover Authority
Assessment: Students can be assessed via the following methods: RPL, observation, oral or written, communications, simulation or inspection.

**VBQU620 SAFELY OPERATE AND MAINTAIN METAL WORKING MACHINES**

Locations: Newport, Sunshine.

Prerequisites: VBQU618 - APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING

Descriptions: This unit of competency sets out the knowledge and skills required for teachers who are registered with or have permission to teach from the Victorian Institute of Teaching, or students who are enrolled in an approved course in education to safely operate and maintain metal working machines used in secondary schools for technology teaching. Persons practicing this competency must be registered with or have permission to teach from the Victorian Institute of Teaching (VIT) or its equivalent in other jurisdictions.
Nominal Hours: 8

Required Reading: Getting Started with Workplace Health and Safety WorkSafe Victoria 2001 Victorian WorkCover Authority

Assessment: Students can be assessed via the following methods: RPL, observation, oral or written, communications, simulation or inspection.

VPAU195 ANALYSE PIPING DESIGNS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to analyse piping designs with respect to equipment, materials, and fittings to meet design specifications, safety and economic parameters for a specific installation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU207 ANALYSE AND DESIGN FOUNDATIONS AND FOOTINGS

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of foundations and footings of structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU208 DESIGN A TIMBER STRUCTURE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple timber structures from first principles, using appropriate design aids. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU643 WRITE ADVANCED CNC PROGRAMS AND OPERATE A VERTICAL MACHINING CENTRE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to set up, write advanced CNC programs and operate vertical machining centres. This includes incorporation of advanced techniques such as sub programs, nesting and 4th axis work.

Nominal Hours: 80


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU644 WRITE ADVANCED CNC PROGRAMS AND OPERATE A MULTI AXIS TURNING CENTRE

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to write an Advanced CNC program and operate CNC multi axis turning centres. This includes incorporate advanced techniques.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20159 APPLY PRINCIPLES OF HYDRAULICS TO PIPE AND CHANNEL FLOW

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply principles of hydraulics to pipe and channel flow in civil engineering. It provides an understanding of the processes required to collect data accurately, interpret data, verify data and apply theoretical techniques to produce flow data essential to performance.

Nominal Hours: 80

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20160 DESIGN A WATER RETICULATION SCHEME

Locations: Sunshine.

Descriptions: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering water reticulation scheme using appropriate design standards.
Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20161 PLAN SEWERAGE RETICULATION SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to plan sewerage reticulation systems.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20162 PLAN WATER RETICULATION SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to plan water reticulation systems.

Nominal Hours: 40

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CERTIFICATE II IN SIGN WRITING
Course Code: 21398VIC
This course is for Continuing students only.
Campus: Sunshine.
Course Objectives: The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Industry.
Careers: Signwriter, Sign Industry Worker.
Course Admission Requirements Year 12:
Admission Requirements International:
Admission Requirements Mature Age:
Admission Requirements VET:
Admission Requirements Other:
Selection Processes: Direct Entry
Course Structure: 14 weeks full-time. Full time or part time BCF2004A LAYOUT SIGNS 40
BCF2005A USE COLOUR MATCHING FOR SIGN WRITING 24
BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 20
BCG1001A CARRY OUT OH&S REQUIREMENTS 40
BCG1002A PLAN AND ORGANISE WORK 20
BCG1003A READ AND INTERPRET PLANS 36
BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCG1005A USE HAND AND POWER TOOLS 80
BCG1006A USE SMALL PLANT AND EQUIPMENT 16
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCG2001A PREPARE SURFACES 32
VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES 24
VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL 40
VBM976 PRODUCE A BASIC SIGN 76

CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING - PRE-APPRENTICESHIP
Course Code: 21533VIC
Campus: Newport,
About this course: The course aims to provide students with the underpinning knowledge and skills in industry terminology, the characteristics of construction materials and processes, construction techniques to achieve certain outcomes and application of a range of construction techniques.
Course Objectives: The course aims to provide students with the underpinning knowledge and skills in the following areas: industry terminology; the characteristics of construction materials and processes; construction techniques to achieve certain outcomes; application of a range of construction techniques.
Careers: Apprentice Joiner, Assembly, machining, materials handling.
Course Selection Processes: Direct Entry
Course Structure: The course is 16 weeks full-time or part-time equivalent. Core Units of Study
VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS 16
VBM986 WORKPLACE DOCUMENTS AND PLANS 20
VBM987 CAREER STUDIES 16
VBM988 WORKPLACE SAFETY 40
VBM990 LEVELLING 8
VBN111 BASIC FIRST AID 8
VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY 20
VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 12
VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 48
VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING 32
VBN698 HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY 90
VBN699 STATIC MACHINES 40
VBN700 JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES 120
VBN701 DOOR AND WINDOW CONSTRUCTION 40
VBN702 ALUMINIUM FABRICATION 24
VBN703 SHOPFITTING DISPLAY UNITS 32
VBN704 TIMBER STAIR CONSTRUCTION 48

CERTIFICATE II IN PLUMBING (PREVOCATIONAL)
Course Code: 21642VIC
Campus: Sunshine.
About this course: The course provides participants with the skills, knowledge and ability required to gain an apprenticeship in the plumbing industry.
Course Objectives: This course will assist you to gain employment as an apprentice plumber.
### VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
### VBM987 CAREER STUDIES 16
### VBN111 BASIC FIRST AID 8
### VBM988 WORKPLACE SAFETY 40
### VBM990 LEVELLING 8
### VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY 20
### VBN989 BUILDING STRUCTURES 8
### VBN987 PLUMBING INDUSTRY INDUCTION 64
### VBN988 HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY 72
### VBN989 TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING 40
### VBN990 PLUMBING FIXTURES, FITTINGS AND APPLIANCES 8
### VBN992 INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY 32
### VBN993 CUT AND FLASH PENETRATIONS 16
### VBN994 FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY 8
### VBN991 TUBES AND PIPES IN PLUMBING 40
### VBN995 SHEETMETAL PRACTICES 60
### VBM997 CONCRETE TECHNOLOGY 20

### VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION 34
### VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY 16
### VBQM699 BASIC FIRST AID 8
### VBQM700 BUILDING STRUCTURES 8
### VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY 20
### VBQM702 CAREER STUDIES 16
### VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
### VBQM704 INTRODUCTION TO SCAFFOLDING 24
### VBQM705 LEVELLING 8
### VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
### VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS 16
### VBQM708 WORKPLACE DOCUMENTS AND PLANS 20
### CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6

### Bricklaying Stream specific Units of Study
### VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES 100
### VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES 100
### VBQM713 MASONRY BLOCKWORK 50
### VBQM710 BRICKLAYING BASIC SKILLS 126
### VBQM709 BRICKLAYING HAND TOOLS 60

### Carpentry Stream specific Units of Study
### VBQM717 SUB-FLOOR FRAMING 36
### VBQM718 WALL FRAMING 48
### VBQM719 ROOF FRAMING 40
### VBQM720 EXTERNAL CLADDING 24
### VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME 24
### VBQM722 INTERIOR FIXING 40
### VBQM723 INTRODUCTION TO DEMOLITION 16
### VBQM724 FORMWORK FOR CONCRETING 40
### VBQM726 SURFACE PREPARATION 80
### VBQM727 PAINT PRINCIPLES 12

### Painting and Decorating Stream specific Units of Study
### VBQM725 PAINT AND DECORATING HAND TOOLS 40
### VBQM726 SURFACE PREPARATION 80
### VBQM727 PAINT PRINCIPLES 12

### Wall and Floor Tiling Stream specific Units of Study

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**Careers:** Plumber  

**Course Selection Processes:** Direct Entry  

**Course Structure**  
1 year full-time. Full-time Core Units of Study  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>VBN235</td>
<td>COMMUNICATIONS FOR THE BUILDING INDUSTRY</td>
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<tr>
<td>VBM987</td>
<td>CAREER STUDIES</td>
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<tr>
<td>VBN234</td>
<td>CALCULATIONS FOR THE BUILDING INDUSTRY</td>
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<td>BUILDING STRUCTURES</td>
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<tr>
<td>VBN987</td>
<td>PLUMBING INDUSTRY INDUCTION</td>
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<tr>
<td>VBN988</td>
<td>HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY</td>
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<td>TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING</td>
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<td>PLUMBING FIXTURES, FITTINGS AND APPLIANCES</td>
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<td>VBN992</td>
<td>INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY</td>
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<td>VBN993</td>
<td>CUT AND FLASH PENETRATIONS</td>
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<tr>
<td>VBN994</td>
<td>FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY</td>
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<tr>
<td>VBN991</td>
<td>TUBES AND PIPES IN PLUMBING</td>
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<tr>
<td>VBN995</td>
<td>SHEETMETAL PRACTICES</td>
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</tr>
<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
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</tr>
</tbody>
</table>

**Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling and Solid Plastering) - Preapprenticeship**

**Course Code:** 21844VIC  

**Campus:** Werribee, Melton, Newport, Sunshine.  

**Course Objectives:** This qualification offers participants prevocational training in the building and construction industry. The qualification aims to provide participants with the basic skills and knowledge to allow them to seek an apprenticeship in one of the following sectors in the building and construction industry: Careers: Bricklayer, Carpenter, Painter and Decorator, Wall and Floor Tiler.  

**Course Admission Requirements Year 12:** There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.  

**Admission Requirements International:** N/A.  

**Admission Requirements Mature Age:** There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.  

**Admission Requirements VET:** There are no entry requirements for this course unless the applicant is under 15 years of age - in which case a letter of permission from the school and/or parents is required.  

**Selection Processes:** Direct Entry  

**Course Structure**  
16 weeks full-time or part time equivalent. Full time, Part time. This qualification consists of 12 core units - with five Bricklaying stream specific modules, 11 Carpentry stream specific modules and 9 Painting and Decorating stream specific modules. Core Units of Study
ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)
Course Code: 21953VIC
Campus: Newport.
Course Objectives: The qualification will be used by Building Design Practitioner aspirants as a job ready entry level outcome.
Careers: The Advanced Diploma of Building Design (Architectural) will provide graduates with the skills and knowledge required for employment as a building designer and to apply for registration in Victoria as a sole practitioner, following the required period of industry experience
Course Duration: 2.5 years
Selection Processes: Direct Entry VTAC
Course Structure To be awarded a certificate for the Advanced Diploma of Building Design (Architectural), participants are required to successfully complete all 19 core units.

CERTIFICATE II IN SIGNAGE
Course Code: 22003VIC
Campus: Sunshine.
Course Objectives: The objective of this course is to provide skills to people looking at getting started in the Sign Industry as many employers prefer applicants that have completed Certificate II level training and will assist in the “Skills Shortage” experienced in this trade.
Careers: Sign Writer
Course Duration: 0.5 years
Admission Requirements Year 12: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: All students are interviewed for selection. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Selection Processes: Interview
Course Structure To be awarded this qualification participants are required to complete all 15 units of competency.

COURSE IN SUSTAINABLE PAINTING PRACTICES
Course Code: 22002VIC
Campus: Newport, Sunshine.
Course Objectives: This course aims to provide experienced painters, decorators, contractors and existing workers the opportunity to upgrade their skills and knowledge for employment in the area of environmentally sustainable painting practices by promoting, developing and maintaining sustainable painting practices and environmental activities. With an increase in public awareness of sustainable painting practices, painters need to maintain a competitive advantage and keep up with consumer and industry demand of sustainable practices, products and features.
Careers: The course will allow a painter to undertake environmentally sustainable painting practices which focus on the consumer and industry-specific need.
Course Duration: 2 months
Admission Requirements Other: Participants enrolling in this course will hold:
Selection Processes: Interview
Course Structure Students must complete one unit of study. Core unit of Study

VPAU802 PROVIDE ADVICE ON SUSTAINABLE PAINTING PRACTICES 12
SCHOOL OF CONSTRUCTION INDUSTRIES

CPCCSI2002A  LAY OUT AND DESIGN SIGNAGE  40
CPCCSI2003A  PREPARE SURFACES FOR SIGNAGE  20
VPAU535      USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT  40
VPAU536      WRITE SIGNS ON UNEVEN SURFACES  60
VPAU537      OPERATE A FLAT BED ROUTER  20
VPAU541      PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL  60
VPAU542      PRODUCE BASIC SIGNS  96
LMFGG2002B  APPLY FIRST AID  8

COURSE IN RETROFITTING HOMES FOR ENERGY AND WATER EFFICIENCY
Course Code: 22005VIC
Campus: Newport, Sunshine.

Course Objectives: The main target group of the course is long-term unemployed or disadvantaged people, however it would be open to other applicants, including those already employed or engaged in home sustainability auditing. Possible employment options include local councils, private companies, utility and maintenance companies.

Careers: Career in home sustainability auditing

Course Duration: 2 months
Admission Requirements Other: Australian Core Skills Framework (ACSF) Level 2.
Selection Processes: Interview
Course Structure: Students must complete all 3 units of study. Core Units of Study
CPCCOHS1001A  WORK SAFELY IN THE CONSTRUCTION INDUSTRY  6
VPAU831      UNDERTAKE RETROFITTING TO IMPROVE ENERGY AND WATER EFFICIENCY  12
VPAU382      INSTALL CEILING INSULATION  12

COURSE IN BASIC HOME SUSTAINABILITY ADVICE (FOR VOLUNTEERS)
Course Code: 22011VIC
Campus: Newport, Sunshine.

Course Objectives: Volunteers who successfully complete the course will be able to plan a home visit, conduct a preliminary assessment of basic home energy use, water use and waste disposal practices and be able to advise householders of recommendations for savings on the bases of this assessment. Volunteers will be able to record the information and complete a report on the home visit under the direction of a host organisation. An example of a host organisation might be a local council or a community organisation.

Careers: Basic home sustainability assessments

Course Duration: 2 months
Admission Requirements Other: Australian Core Skills Framework (ACSF) Level 2
Selection Processes: Interview
Course Structure: Students need to complete one unit of study Core Unit of Study
VPAU833      CONDUCT A BASIC HOME ASSESSMENT  20

CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)
Course Code: BCF30200
This course is for Continuing students only.
Campus: Newport.

Course Objectives: This course provides apprentices with the practical skills and knowledge for employment in the joinery - timber, aluminium and glass industry.

Careers: Joinery.

Course Admission Requirements Year 12: To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.
Admission Requirements International: To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.
Admission Requirements Mature Age: To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.
Admission Requirements VET: To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: The course may be offered on a full-time basis over three years (960 nominal hours) or part-time equivalent. This course is offered on a part-time basis. Core Units of Study
Unit of Study Code Hours
BCG1000A  CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION  20
BCG1001A  CARRY OUT OH&S REQUIREMENTS  40
BCG1002A  PLAN AND ORGANISE WORK  20
BCG1003A  READ AND INTERPRET PLANS  36
BCG1004A  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
BCG1005A  USE HAND AND POWER TOOLS  80
BCG1006A  USE SMALL PLANT AND EQUIPMENT  16
BCG1008A  USE SIMPLE LEVELLING DEVICES  8
BCG1011A  HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE  16
BCF2001A  USE STATIC MACHINES  32
BCF2010A  MAINTAIN INVENTORY AND CONTROL, STOCK  8
BCF2011A  USE COMPUTERS  24
BCF2012A  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT  10
BCF2013A  ASSEMBLE COMPONENTS  32
BCF2014A  MANUALLY CUT GLASS TO SIMPLE SHAPES  4
BCF2016A  PREPARE FOR OFF-SITE MANUFACTURING PROCESS  32
BCF2018A  APPLY AND INSTALL SEALANT AND SEALANT DEVICES  16
BCF3000A  MAINTAIN STATIC MACHINERY  12
BCF3001A  SETUP STATIC MACHINERY  12
BCF3008A  IDENTIFY WINDOW AND DOOR CONSTRUCTION  8
BCF3009A  SETTING OUT OF WINDOWS AND DOORS  8
BCF3010A  MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES  40
BCF3011A  ASSEMBLE (DOOR/WINDOWS)  16
BCF3024A  INSTALL INTERNAL LINING  40
CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS)

Course Code: BCF30700

This course is for Continuing students only.

Campus: Sunshine.

Course Objectives: The course provides apprentices with work related practical skills and knowledge in the sign writing/computer operations industries and give them the skills necessary for the safe use and maintenance of a wide range of relevant tools and equipment generally used on-the-job.

Careers: Signwriter/Sign Industry Worker.

Course Admission Requirements Year 12:

Admission Requirements International: -

Admission Requirements Mature Age: -

Admission Requirements VET: -

Admission Requirements Other: To qualify for admission to the course, applicants must be employed as an apprentice in the sign writing industry.

Selection Processes: Employer Choice/User Choice (Apprenticeships)

Course Structure 3 years part-time. Full time, part time, block release. Core Units of Study

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>BCF2001A</td>
<td>USE STATIC MACHINES</td>
<td>32</td>
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<tr>
<td>BCF2004A</td>
<td>LAYOUT SIGNS</td>
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<td>BCF2005A</td>
<td>USE COLOUR MATCHING FOR SIGN WRITING</td>
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<td>BCF3052A</td>
<td>SIGN WRITE TO SIMPLE FORMS</td>
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<td>BCF3053A</td>
<td>SIGN WRITE TO DECORATIVE FORMS</td>
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<tr>
<td>BCF3054A</td>
<td>APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS</td>
<td>24</td>
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<tr>
<td>BCF3055A</td>
<td>APPLY GRAPHICS TO ILLUMINATED SIGNFACES</td>
<td>24</td>
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<tr>
<td>BCF3056A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS</td>
<td>36</td>
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<tr>
<td>BCF3057A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL</td>
<td>36</td>
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<tr>
<td>BCF3058A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 3D DIMENSIONAL</td>
<td>36</td>
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<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
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<td>BCG1001A</td>
<td>CARRY OUT OHS REQUIREMENTS</td>
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<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
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<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
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<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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<td>BCG2012A</td>
<td>MAKE SET-OUTS</td>
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<tr>
<td>MEM2. SC11A</td>
<td>MEASURE WITH GRADUATED DEVICES</td>
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Elective Units of Study

Eight units (totalling 162 nominal hours, including at least one 1000 series and two 2000 series units pursuant to paragraph 4(b) (i) ) selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in: (i) Off-site Construction Training Package BCF00, Australian National Training Authority, 2000; (ii) Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998; (iii) Transport and Distribution Training Package TDT97 , Australian National Training Authority, 1999.
must successfully complete all core competencies plus three electives. Core Units of Study

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<thead>
<tr>
<th>Unit of Study Code</th>
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<th>Hours</th>
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<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
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<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
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<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
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<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
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<td>BCG1015A</td>
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<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
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<tr>
<td>BCG1017A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)</td>
<td>20</td>
</tr>
<tr>
<td>BCG2005A</td>
<td>ERECT AND STRIP FORMWORK FOR CONCRETE WORK</td>
<td>24</td>
</tr>
<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
<td>4</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN CARPENTRY**

Course Code: BCG30203

This course is for Continuing students only.

Campus: Industry, Other, Only - VETASSESS,

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

Careers: Employed as qualified carpenter in a nationally recognised skills shortage demand area.

Course Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

Admission Requirements VET: -

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

Selection Processes: User Choice (Apprenticeships)
Course Structure: TBA. TBA. Students must successfully complete 19 units of study and 11 elective units of study as specified in BCG03 Training Package.

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BCGCM1001B</td>
<td>FOLLOW OH&amp;S POLICIES AND PROCEDURES</td>
<td>40</td>
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<tr>
<td>BCGCM1002B</td>
<td>WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY</td>
<td>20</td>
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<tr>
<td>BCGCM1003B</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCGCM1004B</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>BCGCM1005B</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCGCM2001B</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>36</td>
</tr>
<tr>
<td>BCGCM2002B</td>
<td>CARRY OUT EXCAVATION</td>
<td>16</td>
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<tr>
<td>BCGCM2007B</td>
<td>USE EXPLOSIVE POWER TOOLS</td>
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<tr>
<td>BCGCM2008B</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
</tr>
<tr>
<td>BCGCA2001B</td>
<td>HANDLE CARPENTRY MATERIALS</td>
<td>16</td>
</tr>
<tr>
<td>BCGCA2002B</td>
<td>USE CARPENTRY TOOLS AND EQUIPMENT</td>
<td>96</td>
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<tr>
<td>BCGCO2003B</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>16</td>
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<tr>
<td>BCGCA3001B</td>
<td>CARRY OUT GENERAL DEMOLITION TO MINOR BUILDING STRUCTURES</td>
<td>32</td>
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<tr>
<td>BCGCA3002B</td>
<td>CARRY OUT SETTING OUT</td>
<td>12</td>
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<tr>
<td>BCGCA3004B</td>
<td>CONSTRUCT WALL FRAMES</td>
<td>60</td>
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<tr>
<td>BCGCA3005B</td>
<td>CONSTRUCT CEILING FRAMES</td>
<td>32</td>
</tr>
<tr>
<td>BCGCA3007B</td>
<td>CONSTRUCT A PITCHED ROOF</td>
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<tr>
<td>BCGCA3010B</td>
<td>INSTALL AND REPLACE WINDOWS AND DOORS</td>
<td>32</td>
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<tr>
<td>BCGCA3023B</td>
<td>CARRY OUT LEVELLING OPERATIONS</td>
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<tr>
<td>BCGSF2004B</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<tr>
<td>BCGCA3014B</td>
<td>CONSTRUCT BULKHEADS</td>
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<tr>
<td>BCF3009A</td>
<td>SETTING OUT OF WINDOWS AND DOORS</td>
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<tr>
<td>BCF3010A</td>
<td>MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES</td>
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<td>ASSEMBLE (DOOR/WINDOWS)</td>
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<td>BCGCA3011B</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<td>BCGCA3015B</td>
<td>CONSTRUCT JUMP FORM FORMWORK</td>
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<td>INSTALL CURTAIN WALLING</td>
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<td>BCGFC2001A</td>
<td>CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT</td>
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<tr>
<td>BCF3006A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
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<tr>
<td>BCF3010A</td>
<td>MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES</td>
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<td>ASSEMBLE (DOOR/WINDOWS)</td>
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<tr>
<td>BCGCA3012B</td>
<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
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<td>BCGCA3020B</td>
<td>ERECT AND DISMANTLE JUMP FORM FORMWORK</td>
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<tr>
<td>BCGCA3021B</td>
<td>ERECT AND DISMANTLE SLIP FORM FORMWORK</td>
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<tr>
<td>BCGCA3022B</td>
<td>INSTALL CURTAIN WALLING</td>
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Elective Units of Study

<table>
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<th>Unit of Study Code</th>
<th>Unit Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BCGCA3019B</td>
<td>ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS</td>
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<tr>
<td>BCGCA3020B</td>
<td>ERECT AND DISMANTLE JUMP FORM FORMWORK</td>
<td>60</td>
</tr>
<tr>
<td>BCGCA3021B</td>
<td>ERECT AND DISMANTLE SLIP FORM FORMWORK</td>
<td>60</td>
</tr>
<tr>
<td>BCGCA3022B</td>
<td>INSTALL CURTAIN WALLING</td>
<td>40</td>
</tr>
<tr>
<td>BCF3006A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
<td>24</td>
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<tr>
<td>BCPGM2013A</td>
<td>WELD USING ARC WELDING EQUIPMENT</td>
<td>16</td>
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<tr>
<td>BSBSBM301A</td>
<td>RESEARCH BUSINESS OPPORTUNITIES</td>
<td>30</td>
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<tr>
<td>LMFFM3006A</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
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<tr>
<td>LMFFG62008A</td>
<td>GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS</td>
<td>72</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING/BLOCKLAYING)

Course Code: BCG30698

This course is for Continuing students only.

Campus: Newport.

Course Objectives: This course aims to provide Apprentices with training in both the housing and industrial areas of the Bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Careers: Bricklayer.

Course Admission Requirements Year 12:

- Admission Requirements International: -
- Admission Requirements Mature Age: -
- Admission Requirements VET: -
- Admission Requirements Other: To qualify for admission to this course, students must be employed as Apprentices in the Bricklaying trade.

Selection Processes: Employer Choice/TradeChoice (Apprenticeships)

Course Structure: This course may be offered on part time block basis of 960 hours over three years. Block release, part-time. The course structure consists of basic competency standards in the 1000 series. 2000 and 3000 series all core competency standards must be achieved. To complete the course, electives must be selected to aggregate course total of 960 hours minimum. Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivery the competencies.

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

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
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<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
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<tr>
<td>-------------</td>
<td>-------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
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<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
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<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>40</td>
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<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1015A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>INSTALL GLASS BLOCKWORK</td>
<td>24</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
<td>16</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
<td>20</td>
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<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>16</td>
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<tr>
<td>BCG3009A</td>
<td>CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL</td>
<td>16</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG3107A</td>
<td>INSTALL SUB FLOOR FRAMING</td>
<td>24</td>
</tr>
<tr>
<td>BCG3112A</td>
<td>CONSTRUCT TIMBER PITCHED ROOF FRAMING</td>
<td>60</td>
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<tr>
<td>BCG3114A</td>
<td>INSTALL TIMBER AND SHEET FLOORING</td>
<td>8</td>
</tr>
</tbody>
</table>

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

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**CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY - FRAMEWORK/FORMWORK/FINISHING) [APPRENTICESHIP]**

**Course Code:** BCG30798

**This course is for Continuing students only.**

**Campus:** Newport.

**Course Objectives:** This course aims to provide Apprentices with training in both the housing and industrial areas of the Carpentry trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

**Careers:** Carpenter.
CERTIFICATE III IN PLUMBING
Course Code: BCP30103
This course is for Continuing students only.
Campus: Sunshine.
Course Objectives: All apprentices will gain Registration and Licence levels with the Plumbing Commission.
Careers: Licensed plumbers.
Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -
Admission Requirements Other: All apprentices need to be apprenticed to an employer.
Selection Processes: Employer Choice/ User Choice (Apprenticeships)
Course Structure Training Package - Nominal hours: 862-1376 4 years part-time. Part time Students must achieve a minimum of four of the following plumbing streams:
Stream 1 - Water (Mandatory)
Stream 2 - Sanitary
Stream 3 - Drainage
Stream 4 - Mechanical Services
Stream 5 - Roofing
Stream 6 - Gas Services
Units of Study
To obtain this stream all twenty-four (24) core units and six (6) elective units as listed in the Plumbing and Service Industry.
Plumbing Stream 1 - Water
To obtain this stream all six (6) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed. Training Package (BCP03) must be completed.
Plumbing Stream 2 - Sanitary
To obtain this stream all four (4) core competency units and eleven (11) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.
Plumbing Stream 3 - Drainage
To obtain this stream all nine (9) core competency units and three (3) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.
Plumbing Stream 4 - Mechanical Services
To obtain this stream all four (4) core competency units and eleven (11) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.
Plumbing Stream 5 - Roofing
To obtain this stream all nine (9) core competency units and four (4) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.
Plumbing Stream 6 - Gas Services
To obtain this stream all twelve (12) core competency units and five (5) elective competency units as listed in the Plumbing and Service Industry Training Package (BCP03) must be completed.

CERTIFICATE I IN CONSTRUCTION
Course Code: CPC10108
Campus: Werribee, Melton, Newport, Sunshine.
Course Objectives: This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication
Careers: This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations.
Course Duration: 2 months
Selection Processes: Direct Entry
Course Structure 10 units of competency are required for award of this qualification:
- 7 compulsory units- 3 elective units Compulsory Units of Study
CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
CPCCVE1001A UNDERTAKE A BASIC CONSTRUCTION PROJECT 40
CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
CERTIFICATE II IN CONSTRUCTION
Course Code: CPC20108
Campus: Newport.
Course Objectives: To prepare secondary school students for their apprenticeship training.
Careers: This qualification provides an occupational outcome and a range of support tasks applicable to a majority of construction work sites. Occupational titles may include: - Builder's labourer - Trades assistant - Apprenticeships - Construction assistant.
Course Duration: 3 months
Selection Processes: Interview/Written Test
Course Structure 15 units of competency are required for award of this qualification:
- 9 compulsory units
- 6 elective units
Compulsory Units of Study
CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCCM1003A PLAN AND ORGANISE WORK 20
CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
Elective Units of Study
CPCCCM2008A WORK SAFELY AT HEIGHTS 8
CPCCCM2009A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCCM2010A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
CPCCCM2011A OPERATE ELEVATED WORK PLATFORMS 32
CPCCCM2012A OPERATE PERSONNEL AND MATERIALS HOISTS 32
TDD1097B OPERATE A FORKLIFT 40

CERTIFICATE III IN BRICKLAYING/BLOCKLAYING
Course Code: CPC30108
Campus: Newport.
Course Objectives: This course aims to provide apprentices with training in both the housing and industrial areas of the bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, cement mixers, generators, scaffolding, conveyor belts etc.
Careers: This qualification provides a trade outcome in bricklaying and blocklaying. Occupational titles may include: - Bricklayer- Blocklayer.
Course Duration: 3 years
Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure 27 units of competency are required for award of this qualification:
- 21 compulsory units
- 6 elective units
Compulsory Units of Study
CPCCCM2001A ERECT TRENCH SUPPORT 40
CPCCCM2002A CARRY OUT EXCAVATION 16
CPCCCM2009A CARRY OUT BASIC DEMOLITION 32
CPCCCM2004B DRAIN AND DEWATER SITE 12
CPCCCM2009B WORK IN CONFINED SPACES 30
MEM05017C WELD USING GAS METAL ARC WELDING PROCESS 40
CPCCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT 40
CPCCCM1006A WORK SAFELY AT HEIGHTS 8
CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCCM2001A CARRY OUT SETTING OUT 24
CPCCCM1002A USE EXPLOSIVE POWER TOOLS 16
CPCCCM1003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
CPCCCM2005A USE CONSTRUCTION TOOLS AND EQUIPMENT 96
CPCCCM2006A APPLY BASIC LEVELLING PROCEDURES 8
CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
CPCCCM2008A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND 24
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>CPCCCM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>CPCCCM2001A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CPCCCM2006A</td>
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<td>CPCCCM2008A</td>
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<td>CARRY OUT BASIC DEMOLITION</td>
<td>32</td>
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<tr>
<td>CPCCOH52001A</td>
<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
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<td>CPCCBL2001A</td>
<td>HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS</td>
<td>16</td>
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<tr>
<td>CPCCBL2002A</td>
<td>USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT</td>
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<tr>
<td>CPCCBL3002A</td>
<td>CARRY OUT MASONRY VENEER CONSTRUCTION</td>
<td>60</td>
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<tr>
<td>CPCCBL3003A</td>
<td>CARRY OUT CAVITY BRICK CONSTRUCTION</td>
<td>60</td>
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<tr>
<td>CPCCBL3004A</td>
<td>CONSTRUCT MASONRY STEPS AND STAIRS</td>
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<tr>
<td>CPCCBL3005A</td>
<td>LAY MASONRY WALLS AND CORNERS</td>
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<tr>
<td>CPCCBL3006A</td>
<td>LAY MULTI-THICKNESS WALLS AND PIERS</td>
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<td>CPCCBL3009A</td>
<td>INSTALL FLASHINGS AND DAMP PROOF COURSE</td>
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<tr>
<td>CPCCBL3010A</td>
<td>CONSTRUCT MASONRY ARCHES</td>
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<td>CPCCBL3011A</td>
<td>CONSTRUCT CURVED WALLS</td>
<td>32</td>
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<tr>
<td>CPCCBL3014A</td>
<td>INSTALL FIRE-RATED MASONRY CONSTRUCTION</td>
<td>32</td>
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<tr>
<td>CPCCBL3001A</td>
<td>LAY PAVING</td>
<td>24</td>
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<tr>
<td>CPCCBL3007A</td>
<td>INSTALL GLASS BLOCKWORK</td>
<td>8</td>
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<tr>
<td>CPCCBL3008A</td>
<td>INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS</td>
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<td>CPCCBL3012A</td>
<td>CONSTRUCT FIREPLACES AND CHIMNEYS</td>
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<td>CPCCBL3013A</td>
<td>CONSTRUCT MASONRY STRUCTURAL SYSTEMS</td>
<td>40</td>
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<tr>
<td>CPCCBL3015A</td>
<td>CONSTRUCT DECORATIVE BRICKWORK</td>
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<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>INSTALL FLOORING SYSTEMS</td>
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<td>CPCCCA3005A</td>
<td>CONSTRUCT CEILING FRAMES</td>
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<td>CPCCCA3006A</td>
<td>CONSTRUCT ROOF TRUSSES</td>
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<tr>
<td>CPCCCA3007A</td>
<td>CONSTRUCT PITCHED ROOFS</td>
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<tr>
<td>CPCCCA3008A</td>
<td>CONSTRUCT EAVES</td>
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**CERTIFICATE III IN CARPENTRY**

**Course Code:** CPC30208

**Campus:** Werribee, Melton, Newport.

**Course Objectives:** This course aims to provide apprentices with training in both the housing and industrial areas of the carpentry trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

**Careers:** This qualification provides a trade outcome in carpentry, covering work in residential and commercial building sites. Occupational titles may include: - Carpenter

**Course Duration:** 4 years

**Admission Requirements Year 12:** To qualify for admission to the course applicants must be registered as an apprentice.

**Admission Requirements International:** Not Applicable

**Admission Requirements Mature Age:** To qualify for admission to the course applicants must be registered as an apprentice.

**Admission Requirements VET:** To qualify for admission to the course applicants must be registered as an apprentice.

**Selection Processes:** Employer Choice

**Course Structure** 30 units of competency are required for award of this qualification:
- 22 compulsory units
- 8 elective units

**Compulsory Units of Study**

- CPCCCA2001A HANDLE CARPENTRY MATERIALS 16
- CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT 96
- CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32
- CPCCCA3002A CARRY OUT SETTING OUT 24
- CPCCCA3023A CARRY OUT LEVELLING OPERATIONS 24
- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1006A WORK SAFELY AT HEIGHTS 8
- CPCCCM1006B WORK SAFELY AT HEIGHTS 8
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM2002A CARRY OUT EXCAVATION 16
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCCA3003A INSTALL FLOORING SYSTEMS 40
- CPCCCA3004A CONSTRUCT WALL FRAMES 60
- CPCCCA3005A CONSTRUCT CEILING FRAMES 32
- CPCCCA3006A CONSTRUCT ROOF TRUSSES 40
- CPCCCA3007A CONSTRUCT PITCHED ROOFS 60
- CPCCCA3008A CONSTRUCT EAVES 20

**Elective Units of Study**

- CPCCCA3001A LAY PAVING 24
- CPCCSL3007A INSTALL GLASS BLOCKWORK 8
- CPCCSL3008A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS 40
- CPCCSL3012A CONSTRUCT FIREPLACES AND CHIMNEYS 48
- CPCCSL3013A CONSTRUCT MASONRY STRUCTURAL SYSTEMS 40
- CPCCSL3015A CONSTRUCT DECORATIVE BRICKWORK 70
- CPCCSL3016A CONSTRUCT BATTED MASONRY WALLS AND PIERS 32
- CPCCSL3017A CARRY OUT TUCK POINTING TO BRICKWORK 12
- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCCCO2003A CARRY OUT CONCRETING TO SIMPLE FORMS 20
- CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3018A CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMS 40
- CPCCCA3019A ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS 40
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<td>ERECT AND DISMANTLE JUMP FORM FORMWORK</td>
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<td>CPCCCA3021A</td>
<td>ERECT AND DISMANTLE SLIP FORM FORMWORK</td>
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<td>CPCCCA2003A</td>
<td>ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND</td>
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<td>CPCCCA3009A</td>
<td>CONSTRUCT ADVANCED ROOFS</td>
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<td>CPCCCA3011A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<td>CONSTRUCT BULKHEADS</td>
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<td>CPCCCA3015A</td>
<td>ASSEMBLE PARTITIONS</td>
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<td>CPCCCA3022A</td>
<td>INSTALL CURTAIN WALLING</td>
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<td>OPERATE ELEVATED WORK PLATFORMS</td>
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<td>CPCCSF2003A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
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<td>DRAIN AND DEWATER SITE</td>
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<tr>
<td>BCCCM2009B</td>
<td>WORK IN CONFINED SPACES</td>
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<tr>
<td>BCCCM2010B</td>
<td>INSTALL TRENCH SUPPORT</td>
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<td>BSBSMB301A</td>
<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
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<td>BSBSMB406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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<td>CPCCSP2003A</td>
<td>PREPARE SURFACES FOR PLASTERING</td>
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<tr>
<td>CPCCCM30001A</td>
<td>OPERATE ELEVATED WORK PLATFORMS</td>
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<td>WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY</td>
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<td>CPCCCM1005A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
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<td>WORK SAFELY AT HEIGHTS</td>
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<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CPCCPB3026A</td>
<td>ERECT AND MAINTAIN TRESTLE AND PLANK SYSTEMS</td>
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<td>APPLY TEXTURE COAT PAINT FINISHES BY BRUSH, ROLLER AND SPRAY</td>
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<td>MATCH SPECIFIED PAINT COLOUR</td>
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<td>CPCCPD3009A</td>
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<td>LMFG62008A</td>
<td>GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS</td>
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**CERTIFICATE III IN PAINTING AND DECORATING**

**Course Code:** CPC30608  
**Campus:** Sunshine.

**Course Objectives:** This course provides training to apprentices that will equip them to work in the painting and decorating industry.

**Careers:** This qualification provides a trade outcome in painting and decorating for residential and commercial construction work. Occupational titles may include: Painter and decorator.

**Course Duration:** 4 years

**Admission Requirements Other:** To qualify for admission to the course applicants must be registered as an apprentice.

**Selection Processes:** Employer Choice; User Choice (Apprenticeships)

**Course Structure** 27 units of competency are required for award of this qualification:  
- 23 compulsory units  
- 4 elective units Compulsory Units of Study

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<tr>
<td>CPCCCM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>WORK SAFELY AT HEIGHTS</td>
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<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
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<td>CALCULATE AND COST CONSTRUCTION WORK</td>
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**CERTIFICATE III IN SHOPFITTING**

**Course Code:** CPC31808  
**Campus:** Newport.

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

**Careers:** This qualification provides a trade outcome in shopfitting. Occupational titles may include: - Shopfitter.

**Course Duration:** 3 years

**Admission Requirements Other:** To qualify for admission to the course applicants must be registered as an apprentice.

**Selection Processes:** Employer Choice; User Choice (Apprenticeships)

**Course Structure** 30 units of competency are required for award of this qualification:  
- 19 compulsory units  
- 11 elective units Compulsory Units of Study

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<td>USE CONSTRUCTION TOOLS AND EQUIPMENT</td>
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CPCCC1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCC1003A PLAN AND ORGANISE WORK 20
CPCCC1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCC1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCC2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCC2006A APPLY BASIC LEVELLING PROCEDURES 8
CPCCOH52001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCCA2001A HANDLE CARPENTRY MATERIALS 16
CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT 16
CPCCCA3023A CARRY OUT LEVELLING OPERATIONS 24
CPCCC1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCC1003A PLAN AND ORGANISE WORK 20
CPCCC1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCC1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCC1006A WORK SAFELY AT HEIGHTS 8
CPCCC2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCC2007A USE EXPLOSIVE POWER TOOLS 16
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCJN3001A USE STATIC MACHINES 56
CPCCJN3002A USE COMPUTER-CONTROLLED MACHINERY 60
CPCCJN3003A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS 80
CPCCJN3004A MANUFACTURE JOINERY COMPONENTS 40
CPCCJN3005A APPLY AND TRIM DECORATIVE FINISHES 40
CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32
CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
CPCCCA3014A CONSTRUCT BULKHEADS 16
CPCCCA3015A ASSEMBLE PARTITIONS 32
CPCCC2003A CALCULATE AND COST CONSTRUCTION WORK 20
CPCCC2007A USE EXPLOSIVE POWER TOOLS 16
CPCCC2008A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
CPCCC3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS 80
CPCCC3002A SET OUT AND FABRICATE SHOPFRONT COMMERCIAL ENTRANCES BULKHEADS AND COMPONENT FITTINGS 56
CPCCC3003A ASSEMBLE AND INSTALL SHOPFRONT COMMERCIAL ENTRANCES BULKHEADS AND COMPONENTS 40
CPCCC3004A APPLY FINISHES 16
CPCCC3005A APPLY AND TRIM DECORATIVE FINISHES 40
CPCCC2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCC2007A USE EXPLOSIVE POWER TOOLS 16
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCJN3001A USE STATIC MACHINES 56
CPCCJN3002A USE COMPUTER-CONTROLLED MACHINERY 60
CPCCJN3003A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS 80
CPCCJN3004A MANUFACTURE JOINERY COMPONENTS 40

CERTIFICATE III IN JOINERY
Course Code: CPC31908
Campus: Newport.

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

Careers: This qualification provides a trade outcome in joinery covering work for residential and commercial applications. Occupational titles may include: - Joiner.

Course Duration: 4 years

Admission Requirements Year 12: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: To qualify for admission to the course applicants must be registered as an apprentice.

Admission Requirements VET: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer Choice/ User Choice (Apprenticeships)

Course Structure 30 units of competency are required for award of this qualification: 16 compulsory units: 14 elective units

Compulsory Units of Study
CPCCCA2001A HANDLE CARPENTRY MATERIALS 16
CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT 96
CPCCCA3023A CARRY OUT LEVELLING OPERATIONS 24
CPCCC1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
CPCCC1003A PLAN AND ORGANISE WORK 20
CPCCC1004A CONDUCT WORKPLACE COMMUNICATION 20
CPCCC1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
CPCCC1006A WORK SAFELY AT HEIGHTS 8
CPCCC2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
CPCCC2007A USE EXPLOSIVE POWER TOOLS 16
CPCCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
CPCCJN3001A USE STATIC MACHINES 56
CPCCJN3002A USE COMPUTER-CONTROLLED MACHINERY 60
CPCCJN3003A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS 80
CERTIFICATE III IN CARPENTRY AND JOINERY
Course Code: CPC32008

Campus: Werribee, Melton, Newport.

Course Objectives: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally used on-the-job such as power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

Careers: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial building sites. Occupational titles may include: Carpenter and joiner.

Course Duration: 4 years

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer Choice User Choice (Apprenticeships)

Course Structure: 32 units of competency are required for award of this qualification:
- 27 compulsory units
- 5 elective units

Compulsory Units of Study

- CPCCCA2001A HANDLE CARPENTERY MATERIALS 16
- CPCCCA2002A USE CARPENTERY TOOLS AND EQUIPMENT 96
- CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32
- CPCCCA3002A CARRY OUT SETTING OUT 24
- CPCCCA3003A INSTALL FLOORING SYSTEMS 40
- CPCCCA3004A CONSTRUCT WALL FRAMES 60
- CPCCCA3005A CONSTRUCT CEILING FRAMES 32
- CPCCCA3006A ERECT ROOF TRUSSES 40
- CPCCCA3007A CONSTRUCT PITCHED ROOFS 60
- CPCCCA3008A CONSTRUCT EAVES 20
- CPCCCA3009A INSTALL DOORS AND WINDOWS 20
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3001A CARRY OUT GENERAL DEMOLITION OF MINOR BUILDING STRUCTURES 32
- CPCCCA3011A REFURBISH TIMBER SASHES TO WINDOW FRAMES 16
- CPCCCA3012A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40
- CPCCCA3010A INSTALL AND REPLACE WINDOWS AND DOORS 70
- CPCCCA3012A FRAME AND FIT WET AREA FIXTURES 24
- CPCCCA3013A INSTALL LINING, PANELLING AND MOULDING 40
- CPCCCA3016A CONSTRUCT TIMBER EXTERNAL STAIRS 40

Elective Units of Study

- CPCCCA3001A DESIGN AND SET OUT STAIRS 24
- CPCCJS3001A MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS 32
FACULTY OF TECHNICAL AND TRADES INNOVATION

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<tr>
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<td>CPCCJS3003A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
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<td>CONSTRUCT FABRICATED STAIRS</td>
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<td>CPCCAA3009A</td>
<td>CONSTRUCT ADVANCED ROOFS</td>
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<td>CPCCAA3011A</td>
<td>REFURBISH TIMBER SASHES TO WINDOW FRAMES</td>
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<tr>
<td>CPCCAA3014A</td>
<td>CONSTRUCT BULKHEADS</td>
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<td>CPCCAA3015A</td>
<td>ASSEMBLE PARTITIONS</td>
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<td>CPCCAA3022A</td>
<td>INSTALL CURTAIN WALLING</td>
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<td>OPERATE ELEVATED WORK PLATFORMS</td>
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<td>CPCCSF2003A</td>
<td>CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT</td>
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<td>CPCCSF2004A</td>
<td>PLACE AND FIX REINFORCEMENT MATERIALS</td>
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<td>INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS</td>
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<td>DRAIN AND DEWATER SITE</td>
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<td>BCCCAM2009B</td>
<td>WORK IN CONFINED SPACES</td>
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<td>BSBSM406A</td>
<td>MANAGE SMALL BUSINESS FINANCES</td>
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CERTIFICATE III IN SIGNAGE

Course Code: CPC32108

Campus: Sunshine.

About this course: The course provides training in the sign industry. The Sign Industry is made up of: Small businesses, e.g. working from home People working on a contract basis to other companies but employing works and apprentices Group Apprentice Schemes Large size companies working nationally The type of work that a sign industry worker may be required to undertake is very broad, skills such as: Vinyl cutting Sign fabrication Sign installation Sign design Graphic design Operate advanced computer design software Produce signs on uneven surfaces Signwriting Produce engraved signs Advanced vinyl application, e.g. Vehicle wrapping Heritage signage The workers may be required to work outdoors or produce signage in a factory environment.

Course Objectives: This course provides training to apprentices that will equip them to work in the sign industry.

Careers: This qualification provides a trade outcome in signage. Occupational titles may include: SignwriterSign manufacturer.

Course Duration: 4 years

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure

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<td>CPCCCM1003A</td>
<td>PLAN AND ORGANISE WORK</td>
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<td>CPCCCM1004A</td>
<td>CONDUCT WORKPLACE COMMUNICATION</td>
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<td>CPCCCM1005A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
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<td>APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY</td>
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<td>CPCCSI2001A</td>
<td>USE COLOUR FOR SIGNAGE</td>
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<td>CPCCSI2002A</td>
<td>LAY OUT AND DESIGN SIGNAGE</td>
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<td>CPCCSI2003A</td>
<td>PREPARE SURFACES FOR SIGNAGE</td>
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<td>CPCCSI2004A</td>
<td>PRODUCE DIGITAL SIGNAGE</td>
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<td>CPCCSI2005A</td>
<td>FABRICATE SIGNAGE</td>
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<td>CPCCSI2006A</td>
<td>SIGNWRITE TO SIMPLE FORMS</td>
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<td>CPCCSI2007A</td>
<td>APPLY FASTENERS AND FIXINGS</td>
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<td>CPCCSI3001A</td>
<td>PRODUCE VINYL SIGNAGE</td>
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<td>CPCCSI3002A</td>
<td>USE ROTARY ROUTER</td>
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<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<td>CPCCSI3003A</td>
<td>SIGNWRITE TO DECORATIVE FORMS</td>
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<td>CPCCSI3004A</td>
<td>APPLY ADVANCED VINYL APPLICATIONS</td>
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<td>CPCCSI3005A</td>
<td>USE ENGRAVING SYSTEMS</td>
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<td>APPLY GILDING TO SIGNAGE</td>
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<tr>
<td>CPCCSI3007A</td>
<td>APPLY LINES AND SCROLLS</td>
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<td>CPCCSI3008A</td>
<td>WRITE SHOWCARDS AND CHALKBOARDS</td>
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<td>CPCCSI3009A</td>
<td>SCREEN-PRINT SIGNAGE</td>
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<td>CPCCSI3010A</td>
<td>HAND RENDER PICTORIALS</td>
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<td>CPCCSI3011A</td>
<td>USE LED TECHNOLOGY FOR SIGNAGE</td>
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<td>CPCCSI3012A</td>
<td>APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE</td>
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<tr>
<td>CPCCSI3013A</td>
<td>INSTALL LED SYSTEMS</td>
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<td>CPCCSI3014A</td>
<td>MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE</td>
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<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
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<td>MEMO5010B</td>
<td>APPLY FABRICATION, FORMING</td>
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<td>TDIT1097B</td>
<td>OPERATE A FORKLIFT</td>
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CERTIFICATE III IN PLUMBING
Course Code: CPC32408

Campus: Sunshine.

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

Careers: This qualification provides a trade outcome in plumbing. Occupational titles may include: - Plumber - Plumber and drainer - Plumber and gasfitter - Roof plumber.

Course Duration: 3 years

Admission Requirements Other: To qualify for admission to the course applicants must be employed as an apprentice.

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure Units of competency from a minimum of four of the following six plumbing streams are required for award of this qualification. Stream 1 Water and Stream 2 Sanitary are mandatory. The following units of competency are required for award of this qualification: Stream 1 Water (mandatory): 23 compulsory units and 6 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 compulsory units and 4 elective units from the sanitary stream. Plus two of the following four streams: Stream 3 Drainage: 9 compulsory units and 3 elective units from the drainage stream Stream 4 Mechanical services: 4 compulsory units and 11 elective units from the mechanical services stream Stream 5 Roofing: 8 compulsory units and 4 elective units from the roofing stream Stream 6 Gas services: 12 compulsory units and 5 elective units from the gas services stream NB: Units of competency achieved in one stream count as credit for the same unit in the compulsory or elective requirements for any other stream. Compulsory Units of Study Water Stream
CPCPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR 12
CPCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION 10
CPCPCM2003A CARRY OUT OHS REQUIREMENTS 36
CPCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES 8
CPCPCM2005A HANDLE AND STORE PLUMBING MATERIALS 6
CPCPCM2006A USE PLUMBING HAND AND POWER TOOLS 40
CPCPCM2007A CARRY OUT LEVELLING 6
CPCPCM2010A MARK OUT MATERIALS 20
CPCPCM2011A APPLY FIRST AID IN THE WORKPLACE 8
CPCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT 16
CPCPCM2013A WELD USING ARC WELDING EQUIPMENT 16
CPCPCM2014A CARRY OUT SIMPLE CONCRETING AND RENDERING 16
CPCPCM3001A FLASH PENETRATIONS THROUGH ROOFS AND WALLS 18
CPCPCM3002A WELD PLASTIC PIPE USING FUSION METHOD 8
CPCPCM3003A FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING 12
CPCPCM3001A FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS 40
CPCPCM2015A WORK SAFELY ON ROOFS 20
CPCPWM3001A SET OUT AND INSTALL WATER SERVICES 36
CPCPWM3002A INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES 12
CPCPWM3003A INSTALL AND MAINTAIN DOMESTIC WATER HEATING SYSTEMS 22
CPCPWM3004A INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT 8
CPCPWM3005A INSTALL WATER PUMP SETS 8

CPCPWM3006A FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES 16
CPCPWM3007A CONNECT IRRIGATION SYSTEMS FROM DRINKING WATER SUPPLY 6
Sanitary Stream
CPCPCM2008A CUT AND JOIN SHEET METAL 8
CPCPDR2001A LOCATE AND CLEAR BLOCKAGES 8
CPCPSN3001A PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM 8
CPCPSN3002A INSTALL DISCHARGE PIPES 28
CPCPSN3003A FABRICATE AND INSTALL SANITARY STACKS 28
CPCPSN3004A INSTALL AND FIT OFF SANITARY FIXTURES 20
Drainage Stream
CPCPDR2001A LOCATE AND CLEAR BLOCKAGES 8
CPCPDR2002A INSTALL DOMESTIC TREATMENT PLANTS 16
CPCPDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS 8
CPCPDR2005A DRAIN WORK SITE 4
CPCPDR3001A PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM 8
CPCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS 26
CPCPDR3003A INSTALL ON-SITE DISPOSAL SYSTEMS 8
BCCCM2010B INSTALL TRENCH SUPPORT 40
Mechanical Services Stream
CPCPCM2008A CUT AND JOIN SHEET METAL 8
CPCPMS2001A ASSEMBLE MECHANICAL SERVICES COMPONENTS 12
CPCPMS3001A FABRICATE AND INSTALL STEEL PRESSURE PIPING 50
CPCPMS3003A INSTALL SMALL BORE HEATING SYSTEMS 12
Roofing Stream
CPCPCM2008A CUT AND JOIN SHEET METAL 8
CPCPRF2002A SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING 16
CPCPRF2003A COLLECT AND STORE ROOF WATER 6
CPCPRF3001A RECEIVE ROOFING MATERIALS 4
CPCPRF3002A FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS 48
CPCPRF3003A FABRICATE AND INSTALL EXTERNAL FLASHINGS 16
CPCPRF3004A INSTALL ROOF COMPONENTS 10
CPCPRF3006A INSTALL COMPOSITE ROOF SYSTEMS 20
CPCPCM2008A CUT AND JOIN SHEET METAL 8
CPCPS3001A INSTALL GAS PIPING SYSTEMS 24
CPCPS3002A SIZE CONSUMER GAS PIPING SYSTEMS 8
CPCPS3003A INSTALL AND COMMISSION TYPE A GAS APPLIANCES 20
CPCPS3004A INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES 4
CPCPS3006A INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES 16
CPCPS3007A INSTALL GAS DETECTION DEVICES 4
CPCPS3008A INSTALL GAS PRESSURE CONTROL EQUIPMENT 8
CPCPS3009A INSTALL TYPE A GAS APPLIANCE FLUES 12
### Compulsory Units of Study

#### Water Stream

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<tr>
<td>CPCCMS2008A</td>
<td>Erect and Dismantle Restricted Height Scaffolding</td>
<td>40</td>
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<tr>
<td>CPCCCM3001A</td>
<td>Operate Elevated Work Platforms</td>
<td>32</td>
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<tr>
<td>CPCCPB3015A</td>
<td>Install Acoustic and Thermal Environmental Protection Systems</td>
<td>20</td>
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<tr>
<td>CPCRI3001B</td>
<td>Operate Personnel and Materials Hoists</td>
<td>32</td>
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<td>CPCST2005A</td>
<td>Carry Out Load Slinging of Off-Site Materials</td>
<td>8</td>
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<tr>
<td>CPCPCM2008A</td>
<td>Cut and Join Sheet Metal</td>
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<td>CPCPCM2009A</td>
<td>Cut Using Oxy-LPG-Acetylene Equipment</td>
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<td>CPCPS2001A</td>
<td>Connect Static Storage Tanks for Fixed Fire Protection Systems</td>
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<td>CPCCPS2002A</td>
<td>Install Portable Fire Equipment</td>
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<td>CPCCPS3003A</td>
<td>Fit Off Sprinkler Heads, Controls and Ancillary Equipment</td>
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<td>Install Control Valve Assemblies, Actuating Devices and Local Alarms</td>
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<td>Test and Maintain Fire Hydrant and Hose Reel Installations</td>
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<td>CPCP6G2001A</td>
<td>Design Domestic Urban Irrigation Systems</td>
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<td>Set Out, Install and Commission Irrigation Systems</td>
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<td>Install and Commission Domestic Irrigation Pumps</td>
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<td>Install Small Bore Heating Systems</td>
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<td>Install and Maintain Evaporative Air Cooling Systems</td>
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<td>Collect and Store Roof Water</td>
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<td>Install and Maintain Domestic Water Treatment Equipment</td>
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<td>Install Domestic and Residential Life Safety Sprinkler Systems</td>
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<td>CPCCPW3008A</td>
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<td>Install Water Pipe Systems</td>
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<td>BCCCM2010B</td>
<td>Install Trench Support</td>
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<td>MMC50917C</td>
<td>Weld Using Gas Metal Arc Welding Process</td>
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<td>RTE3605A</td>
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#### Sanitary Stream

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<td>CPCCPB3015A</td>
<td>Install Acoustic and Thermal Environmental Protection Systems</td>
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<td>Operate Personnel and Materials Hoists</td>
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<td>CPCST2005A</td>
<td>Carry Out Load Slinging of Off-Site Materials</td>
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#### Mechanical Services Stream

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<td>Cut Using Oxy-LPG-Acetylene Equipment</td>
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<td>Maintain Effluent Disinfection Systems</td>
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<td>Install Storawater and Sub-soil Drainage Systems</td>
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<td>Install Prefabricated Inspection Openings and Enclosures</td>
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<td>Install Below Ground Sanitary Drainage Systems</td>
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<td>Install On-Site Disposal Systems</td>
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<td>Select and Fit Insulation and Sheathing</td>
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<td>Install Pre-Treatment Facilities</td>
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<td>CPCCPSN3005A</td>
<td>Install Pre-Treatment Facilities</td>
<td>8</td>
</tr>
<tr>
<td>MEM05017C</td>
<td>Weld Using Gas Metal Arc Welding Process</td>
<td>40</td>
</tr>
<tr>
<td>MEM05019C</td>
<td>Weld Using Gas Tungsten Arc Welding Process</td>
<td>40</td>
</tr>
<tr>
<td>MEM10009B</td>
<td>Install Refrigiration and Air Conditioning Plant</td>
<td>40</td>
</tr>
<tr>
<td>MEM10010B</td>
<td>Install Pipework and Pipework Assemblies</td>
<td>40</td>
</tr>
<tr>
<td>MEM1806B</td>
<td>Test, Recover, Evacuate and Charge Refrigeration Systems</td>
<td>40</td>
</tr>
</tbody>
</table>
Roofing Stream
CPCCCM2008A  ERECT AND Dismantle Restricted Height Scaffolding 40
CPCCCM3001A  Operate Elevated Work Platforms 32
CPCCPB3015A  Install Acoustic and Thermal Environmental Protection Systems 20
CPCCR3001B  Operate Personnel and Materials Hoists 32
CPCCST2005A  Carry Out Load Slinging of Off-Site Materials 8
CPCCPM2009A  Cut Using Oxy-LPG-Acetylene Equipment 8
CPCCPRF2004A  Fabricate Roof Coverings for Curved Structures 8
CPCCPRF3005A  Install Roof Coverings to Curved Roof Structures 12
BCCCM2010B  Install Trench Support 40
MEM05017C  Weld using Gas Metal Arc Welding Process 40
MEM05019C  Weld using Gas Tungsten Arc Welding Process 40

Gas Services Stream
CPCCCM2008A  ERECT AND Dismantle Restricted Height Scaffolding 40
CPCCCM3001A  Operate Elevated Work Platforms 32
CPCCR3001B  Operate Personnel and Materials Hoists 32
CPCCST2005A  Carry Out Load Slinging of Off-Site Materials 8
CPCCPM2009A  Cut Using Oxy-LPG-Acetylene Equipment 8
CPCCPGS3005A  Install LP Gas Storage of Aggregate Storage Capacity Exceeding 500 Litres and Less Than 8KL 6
CPCCPGS3010A  Install Type B Gas Appliance Flues 4
CPCCPGS3012A  Maintain Type A Gas Appliances 8
CPCCPGS3015A  Install Subsidiary Gas Meters 4
CPCCPM3001A  Assemble Mechanical Services Components 12
CPCCPM3003A  Install Small Bore Heating Systems 12
CPCCPM3005A  Install and Test Ducting Systems 12
CPCCPM3006A  Install Air Handling Units 12
BCCCA2010B  Install Trench Support 40
MEM05017C  Weld using Gas Metal Arc Welding Process 40
MEM05019C  Weld using Gas Tungsten Arc Welding Process 40

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)
Course Code: CPC40108
Campus: Newport.
Course Objectives: The aim is that graduates will acquire specialist skill and knowledge in quantity surveying, tendering, planning and scheduling construction technology in residential and commercial buildings.
Careers: - Builder - Construction manager.
Course Duration: 1 year
Selection Processes: Direct Entry Interview Written Test
Course Structure 15 units of competency are required for award of this qualification:
- 12 compulsory units - 3 elective units

Compulsory Units of Study
CPCCBC4001A  Apply Building Codes and Standards to the Construction Process for Low Rise Building Projects 40
CPCCBC4002A  Manage Occupational Health and Safety in the Building and Construction Workplace 40
CPCCBC4003A  Select and Prepare a Construction Contract 40
CPCCBC4004A  Identify and Produce Estimated Costs for Building and Construction Projects 40
CPCCBC4005A  Produce Labour and Material Schedules for Ordering Low Rise Projects 40
CPCCBC4007A  Plan Building or Construction Work 40
CPCCBC4008A  Conduct On-Site Supervision of Building and Construction Projects 40
CPCCBC4009A  Apply Legal Requirements to Building and Construction Projects 50
CPCCBC4010A  Apply Structural Principles to Residential Low Rise Constructions 160
CPCCBC4011A  Apply Structural Principles to Commercial Low Rise Constructions 80
BSBSMB406A  Manage Small Business Finances 60

Elective Units of Study
CPCCBC4012A  Read and Interpret Plans and Specifications 30
CPCCBC4013A  Prepare and Evaluate Tender Documentation 20
CPCCBC4014A  Prepare Simple Building Sketches and Drawings 20
CPCCBC4015A  Prepare Specifications for All Construction Works 20
CPCCBC4016A  Administer a Construction Contract 20
CPCCBC4017A  Arrange Resources and Prepare for the Building or Construction Project 20
CPCCBC4018A  Apply Site Surveys and Set-Out Procedures to Building and Construction Projects 40
CPCCBC4019A  Apply Sustainable Building Design Principles to Water Management Systems 40
CPCCBC4020A  Build Thermally Efficient and Sustainable Structures 40
CPCCBC4021A  Minimise Waste on the Building and Construction Site 20
CPCCBC4022A  Supervise Tilt-Up Work 40
CPCCBC4023A  Plan and Undertake Site Inspection and Assessment of Asbestos Products and Materials 40
CPCCBC4024A  Resolve Site Inspection and Assessment of Asbestos Products and Materials 30
CPCCBC4025A  Manage Business Disputes 20
CPCCBC4026A  Arrange Building Applications and Approvals 20
CPCCSUS4001A  Implement and Monitor Environmentally Sustainable Work Practices 40
BSBWOR402A  Promote Team Effectiveness 50
BSBITU201A  Produce Simple Word Processed Documents 60
BSBITU202A  Create and Use Spreadsheets 30
BSBITU301A  Create and Use Databases 30

SCHOOL OF CONSTRUCTION INDUSTRIES
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CERTIFICATE IV IN BUILDING AND CONSTRUCTION (ESTIMATING)
Course Code: CPC40308

Campus: Newport.

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

Careers: - Building estimator - Building scheduler.

Course Duration: 1 year

Selection Processes: Direct Entry Interview Written Test

Course Structure 15 units of competency are required for award of this qualification:
- 8 compulsory units - 7 elective units Compulsory Units of Study

CPCCBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS 40
CPCCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING 40
CPCCBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS 160
CPCCBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW RISE CONSTRUCTIONS 80
CPCCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS 30
CPCCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION 20
BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES 40

Elective Units of Study
CPCCBC4028A PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS 20
CPCCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL WORK PRACTICES 40
CPCCBC4024A RESOLVE BUSINESS DISPUTES 20
CPCCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
CPCCBC4028A PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS 20
CPCSUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

CERTIFICATE IV IN PLUMBING AND SERVICES
Course Code: CPC40908

Campus: Sunshine, Industry.

Course Objectives: The aim of the qualification is to train plumbers who wish to operate as a self employed licensed plumber. It also provides a National qualification. In addition the course addresses Victorian licensing requirements.

Careers: This qualification provides the following career outcomes: - experienced fire operators with responsibility for project design and supervision (Fire services stream) - experienced plumbing service operators with responsibility for project design and supervision (Air conditioning and mechanical services stream) - plumbers who manage a plumbing business (Plumbing and services - Management stream) - specialist plumbing services, tradespersons and operators seeking to deepen their technical skills (Plumbing and services - Operations stream). Occupational titles may include: - Plumbing contractor - Fire services supervisor - Air conditioning technician.

Course Duration: 2 years

Selection Processes: Interview User Choice (Apprenticeships) Written Test

Course Structure Fire services stream15 units of competency are required for award of this qualification: - 8 compulsory units - 7 elective units Air conditioning and mechanical services stream 15 units of competency are required for award of this qualification: - 8 compulsory units - 7 elective units Plumbing and services - Management stream 15 units of competency are required for award of this qualification: - 10 compulsory units - 5 elective units Plumbing and services - Operations stream 15 units of competency are required for award of this
### School of Construction Industries

**Qualification:** 12 compulsory units - 3 elective units Compulsory Units of Study

#### Common
- **CPCBC4012A** READ AND INTERPRET PLANS AND SPECIFICATIONS 30
- **CPCPCM4001A** CARRY OUT WORK BASED RISK CONTROL PROCESSES 24
- **CPCPCM4002A** ESTIMATE AND COST WORK 40
- **BSOHS403A** IDENTIFY HAZARDS AND ASSESS OHS RISKS 60

#### Fire services, air conditioning and mechanical services stream
- **CPCPCM4004A** PREPARE SIMPLE SKETCHES AND DRAWINGS 200
- **CPCPCM4005A** PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS 20
- **CPCPCM4006A** PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE 40
- **BSBCUS301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35

#### Plumbing and services - Management stream
- **CPCBC4034A** APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING 40
- **BSBCMN404A** DEVELOP TEAMS AND INDIVIDUALS 30
- **BSBINN301A** PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- **BSBITU201A** PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
- **BSBITU203A** COMMUNICATE ELECTRONICALLY 20
- **BSBITU301A** CREATE AND USE DATABASES 30
- **BSBMGT403A** IMPLEMENT CONTINUOUS IMPROVEMENT 40
- **BSBPRM640A** APPLY QUALITY MANAGEMENT TECHNIQUES 30
- **BSBWRT401A** WRITE COMPLEX DOCUMENTS 50
- **CHCCS405A** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- **CPSUS4001A** IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

#### Fire services stream
- **CPCBC4008A** CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS 40
- **CPCBC4017A** ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT 20
- **CPCBC4026A** ARRANGE BUILDING APPLICATIONS AND APPROVALS 20
- **CPCBC4034A** APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING 40
- **CPCPS4002A** COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS 20
- **CPCPS4003A** COMMISSION FIRE SYSTEM PUMP SETS 16
- **CPCPS4004A** DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS 48
- **CPCPS4005A** COMMISSION FIRE ALARMS AND DETECTION SYSTEMS 60
- **CPCPS4006A** COMMISSION FIREFIGHTING APPLIANCES 20
- **BSBWORK402A** PROMOTE TEAM EFFECTIVENESS 50
- **BSBPM6407A** APPLY RISK MANAGEMENT TECHNIQUES 40
- **BSBCUS301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- **BSBSMB401A** ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- **BSBSMB402A** PLAN SMALL BUSINESS FINANCES 50
- **BSBSMB404A** UNDERTAKE SMALL BUSINESS PLANNING 50
- **BSBSMB405A** MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45
- **BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60
- **BSBWOR401A** ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- **TAADEL404B** FACILITATE WORK BASED LEARNING 15

#### Air conditioning and mechanical services stream
- **CPCBC4012A** READ AND INTERPRET PLANS AND SPECIFICATIONS 30
- **CPCBC4024A** RESOLVE BUSINESS DISPUTES 20
- **CPCBC4025A** MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
- **BSBCM404A** DEVELOP TEAMS AND INDIVIDUALS 30
- **BSBINN301A** PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- **BSBINN301A** PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- **BSBITU201A** PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
- **BSBITU203A** COMMUNICATE ELECTRONICALLY 20
- **BSBITU301A** CREATE AND USE DATABASES 30
- **BSBMGT403A** IMPLEMENT CONTINUOUS IMPROVEMENT 40
- **BSBPRM640A** APPLY QUALITY MANAGEMENT TECHNIQUES 30
- **BSBWRT401A** WRITE COMPLEX DOCUMENTS 50
- **CHCCS405A** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- **CPSUS4001A** IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- **CPCPS4002A** COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS 20
- **CPCPS4003A** COMMISSION FIRE SYSTEM PUMP SETS 16
- **CPCPS4004A** DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS 48
- **CPCPS4005A** COMMISSION FIRE ALARMS AND DETECTION SYSTEMS 60
- **CPCPS4006A** COMMISSION FIREFIGHTING APPLIANCES 20
- **BSBWORK402A** PROMOTE TEAM EFFECTIVENESS 50
- **BSBPM6407A** APPLY RISK MANAGEMENT TECHNIQUES 40
- **BSBCUS301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- **BSBSMB401A** ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- **BSBSMB402A** PLAN SMALL BUSINESS FINANCES 50
- **BSBSMB404A** UNDERTAKE SMALL BUSINESS PLANNING 50
- **BSBSMB405A** MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45
- **BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60
- **BSBWOR401A** ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- **TAADEL404B** FACILITATE WORK BASED LEARNING 15

**Elective Units of Study**

### All streams
- **CPCBC4002A** MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE 40
- **CPCBC4004A** RESOLVE BUSINESS DISPUTES 20
- **CPCBC4005A** MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
- **BSBCM404A** DEVELOP TEAMS AND INDIVIDUALS 30
- **BSBINN301A** PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- **BSBINN301A** PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- **BSBITU201A** PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
- **BSBITU203A** COMMUNICATE ELECTRONICALLY 20
- **BSBITU301A** CREATE AND USE DATABASES 30
- **BSBMGT403A** IMPLEMENT CONTINUOUS IMPROVEMENT 40
- **BSBPM640A** APPLY QUALITY MANAGEMENT TECHNIQUES 30
- **BSBWRT401A** WRITE COMPLEX DOCUMENTS 50
- **CHCCS405A** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- **CPSUS4001A** IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- **CPCPS4002A** COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS 20
- **CPCPS4003A** COMMISSION FIRE SYSTEM PUMP SETS 16
- **CPCPS4004A** DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS 48
- **CPCPS4005A** COMMISSION FIRE ALARMS AND DETECTION SYSTEMS 60
- **CPCPS4006A** COMMISSION FIREFIGHTING APPLIANCES 20
- **BSBWORK402A** PROMOTE TEAM EFFECTIVENESS 50
- **BSBPM6407A** APPLY RISK MANAGEMENT TECHNIQUES 40
- **BSBCUS301A** DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- **BSBSMB401A** ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- **BSBSMB402A** PLAN SMALL BUSINESS FINANCES 50
- **BSBSMB404A** UNDERTAKE SMALL BUSINESS PLANNING 50
- **BSBSMB405A** MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45
- **BSBSMB406A** MANAGE SMALL BUSINESS FINANCES 60
- **BSBWOR401A** ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- **TAADEL404B** FACILITATE WORK BASED LEARNING 15
FACULTY OF TECHNICAL AND TRADES INNOVATION

CPCPM54001A  PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS 160
CPCPM54002A  COMMISSION AIR AND WATER SYSTEMS 132
CPCPM54003A  DESIGN COMPRESSED AIR SYSTEMS 40
CPCPW4001A  PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS 80
CPCPW4002A  COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES 20
CPCPW4003A  COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES 20
BSBPMG407A  APPLY RISK MANAGEMENT TECHNIQUES 40
BSBPMG510A  MANAGE PROJECTS 60
BSBSMB407A  MANAGE A SMALL TEAM 40
BSBSMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
BSBSMB402A  PLAN SMALL BUSINESS FINANCES 50
BSBSMB404A  UNDERTAKE SMALL BUSINESS PLANNING 50
BSBSMB405A  MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 20
BSBSMB406A  MANAGE SMALL BUSINESS FINANCES 60
BSBWOR401A  ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
TAADEL404B  FACILITATE WORK BASED LEARNING 15

Plumbing and services - Management stream

CPCCBC4008A  CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS 40
CPCCBC4009A  APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS 50
CPCCBC4017A  ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT 20
CPCCBC4019A  APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS 40
CPCCBC4020A  BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES 40
CPCCBC4021A  MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE 20
CPCCBC4026A  APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING 40
CPCCFS4004A  DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS 48
CPCCPGS4001A  PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS 180
CPCCPGS4003A  PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS 30
CPCCPSN4001A  PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES 50

DIPLOMA OF BUILDING SURVEYING

Course Code: CPC50108

Campus: Newport.

Course Objectives: The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating scheduling, construction technology, OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Careers: - Building surveyor - Building certifier.

Course Duration: 1 year

Selection Processes: Direct Entry Interview VTACWritten Test

Course Structure 24 compulsory units of competency are required for award of this qualification. Compulsory Units of Study

CPCCSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 30
CPCCSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 60
CPCCSV5003A PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS 160
CPCCSV5004A COMMISSION AIR AND WATER SYSTEMS 132
CPCCSV5005A PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS 60
CPCCSV5006A PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES 50
CPCCSV5007A PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES 50
CPCCSV5008A PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS 80
CPCCSV5009A PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS 132
CPCCSV5010A COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES 20
CPCCSV5011A COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES 20
BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES 40
BSBPMG510A MANAGE PROJECTS 60
BSBSMB407A MANAGE A SMALL TEAM 40
BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
BSBSMB402A PLAN SMALL BUSINESS FINANCES 50
BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING 50
BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 20
BSBSMB406A MANAGE SMALL BUSINESS FINANCES 60
BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
TAADEL404B FACILITATE WORK BASED LEARNING 15

Plumbing and services - Operations stream
SCHOOL OF CONSTRUCTION INDUSTRIES

CPCCSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS 36
CPCCSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS 36
CPCCSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS 36
CPCCSV5007A UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS 72
CPCCSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING 36
CPCCSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS 36
CPCCSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT 36
CPCCSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS 36
CPCCSV5012A ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS 36
CPCCSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS 36
CPCCSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS 36
CPCCSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS 72
BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBITS401A MAINTAIN BUSINESS TECHNOLOGY 40
CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES 75
ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU1129B OPERATE A WORD PROCESSING APPLICATION 30
ICAU1130B OPERATE A SPREADSHEET APPLICATION 30
ICAU1131B OPERATE A DATABASE APPLICATION 40
ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

Course Code: CPC50208

Campus: Newport.

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

Careers: - Builder.

Course Duration: 1 year

Selection Processes: Direct Entry Interview VTACWritten Test

Course Structure 12 units of competency are required for award of this qualification:
- 6 compulsory units- 6 elective units Compulsory Units of Study

CPCCBC5001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS 200
CPCCBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK 200

CPCCBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS 300
BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30
BSBPMG505A MANAGE PROJECT QUALITY 40
BSBPMG508A MANAGE PROJECT RISK 40

Elective Units of Study

CPCCBC5002A MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS 60
CPCCBC5004A SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS 60
CPCCBC5005A SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS 40
CPCCBC5006A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS 110
CPCCBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT 100
CPCCBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS 140
CPCCBC5010A MANAGE CONSTRUCTION WORK 150
CPCCBC5011A MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION 150
CPCCBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES 150
CPCCBC5013A DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS 40
CPSSJ55001A DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY 50
CPSSJ55002A MANAGE QUALITY CUSTOMER SERVICE 40
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK 50
BSBHRS502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50
BSBITA401A DESIGN DATABASES 60
BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50
BSBLED502A MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS 60
BSBNRS502A MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBRIS501A MANAGE RISK 60
BSBLS1502A LEAD AND MANAGE A SALES TEAM 60
BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBWOR502A ENSURE TEAM EFFECTIVENESS 60
CPPDSM5022A IMPLEMENT ASSET MANAGEMENT PLAN 25
ADVANCED DIPLOMA OF BUILDING SURVEYING

Course Code: CPC60108

Campus: Newport.

Course Objectives: The course provides training in building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, estimating scheduling, construction technology, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Careers: - Building surveyor- Building certifier.

Course Duration: 1 year

Selection Processes: Direct Entry Interview Written Test

Course Structure
43 units of competency are required for award of this qualification.

Compulsory Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
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<tbody>
<tr>
<td>CPCCSV5001A</td>
<td>ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
<td>100</td>
</tr>
<tr>
<td>CPCCSV5002A</td>
<td>EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV5003A</td>
<td>PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS</td>
<td>90</td>
</tr>
<tr>
<td>CPCCSV5004A</td>
<td>APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS</td>
<td>36</td>
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<tr>
<td>CPCCSV5005A</td>
<td>APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS</td>
<td>36</td>
</tr>
<tr>
<td>CPCCSV5006A</td>
<td>ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS</td>
<td>36</td>
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<tr>
<td>CPCCSV5007A</td>
<td>UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS</td>
<td>72</td>
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<tr>
<td>CPCCSV5008A</td>
<td>APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING</td>
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<tr>
<td>CPCCSV5009A</td>
<td>ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS</td>
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<tr>
<td>CPCCSV5010A</td>
<td>INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT</td>
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<tr>
<td>CPCCSV5011A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS</td>
<td>36</td>
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<tr>
<td>CPCCSV5012A</td>
<td>ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS</td>
<td>36</td>
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<tr>
<td>CPCCSV5013A</td>
<td>APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS</td>
<td>36</td>
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<tr>
<td>CPCCSV5014A</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS</td>
<td>36</td>
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<tr>
<td>CPCCSV5015A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV6001A</td>
<td>ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS</td>
<td>72</td>
</tr>
<tr>
<td>CPCCSV6002A</td>
<td>PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
</tr>
<tr>
<td>CPCCSV6003A</td>
<td>ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
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<tr>
<td>CPCCSV6004A</td>
<td>APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
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<tr>
<td>CPCCSV6005A</td>
<td>EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS</td>
<td>40</td>
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<tr>
<td>CPCCSV6006A</td>
<td>EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS</td>
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<tr>
<td>CPCCSV6007A</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO THREE STOREYS</td>
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</tbody>
</table>

CERTIFICATE I IN FURNISHING

Course Code: LMF10108

Campus: Newport, Off-shore.

Course Objectives: Provides a pathway to furnishing occupations

Careers: Provides a pathway to furnishing occupations

Course Duration: 2 months

Selection Processes: Direct Entry Interview

Course Structure
Six (6) units are required to complete this qualification

MANDATORY UNITS

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Points</th>
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<tr>
<td>LMFCR0001B</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
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</tr>
<tr>
<td>LMFCR0002B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFCR0003B</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<tr>
<td>LMFCR0004B</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
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SPECIALIST UNIT

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>LMFMM1001B</td>
<td>CONSTRUCT A BASIC TIMBER FURNISHING PRODUCT</td>
<td>100</td>
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</tbody>
</table>
CERTIFICATE II IN FURNITURE MAKING

Course Code: LMF20309
Campus: Newport.

About this course: This qualification provides the participant with the skills and knowledge required by those working in a production environment in the manufacture of free-standing furniture or built-in cabinets, and those providing on-site assistance in the installation of furniture or cabinets.

Course Objectives: This qualification is a pre-apprenticeship course that prepares students for a Certificate III in Furniture Making.

Careers: Job roles covered by this qualification include assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture.

Course Duration: 2 months

Admission Requirements Year 12: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Admission Requirements VET: All students that are interviewed for selection, undertake a pre selection test and require language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skills Framework.

Selection Processes: Direct Entry

Course Structure
To be awarded the Certificate II in Furniture Making competency must be achieved in twelve (12) units. Units must be selected according to the rules described below. - 5 Mandatory units must be completed - 7 elective units must be completed Core Units of Study

MSAPMSUP102A COMMUNICATE IN THE WORKPLACE 20
MSAPMSUP106A WORK IN A TEAM 40
LMFCRM003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
MSAPMOHS200A WORK SAFELY 30

Elective Units of Study

LMFF2004B PREPARE SURFACES FOR FINISHING 24
LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2003B SELECT AND APPLY HARDWARE 16
LMFFM2005B JOIN SOLID TIMBER 8
LMFFM2006B HAND MAKE TIMBER JOINTS 40
LMFFM2007B FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFF20004B PREPARE SURFACES FOR FINISHING 24
LGFNN3001B READ AND INTERPRET WORK DOCUMENTS 24
LMFFN3002B ESTIMATE AND COST JOB 16
LMFFM2003B SELECT AND APPLY HARDWARE 16
LMFFM2007B FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFFM3004B PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFFM3005B FABRICATE CUSTOM FURNITURE 64
LMFFM3007B PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE 24
LMFFM3010B SELECT TIMBERS FOR FURNITURE PRODUCTION 8
LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
LMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFFM3033B CONSTRUCT JIGS AND FIXTURES 40
TLID307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

CERTIFICATE III IN FURNITURE MAKING

Course Code: LMF30302
Campus: Newport.

About this course: This course provides students with the skills and knowledge to specialise in furniture making.

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

Careers: Furniture Making

Course Duration: 4 years

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure
This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study

LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002B COMMUNICATE IN THE WORKPLACE 20
LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004B WORK EFFECTIVELY WITH OTHERS 15

Specialist Units of Study

LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2006B HAND MAKE TIMBER JOINTS 40
LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFF20004B PREPARE SURFACES FOR FINISHING 24
LGFNN3001B READ AND INTERPRET WORK DOCUMENTS 24
LMFFN3002B ESTIMATE AND COST JOB 16
LMFFM2003B SELECT AND APPLY HARDWARE 16
LMFFM2007B FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFFM3004B PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFFM3005B FABRICATE CUSTOM FURNITURE 64
LMFFM3007B PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE 24
LMFFM3010B SELECT TIMBERS FOR FURNITURE PRODUCTION 8
LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
LMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFFM3033B CONSTRUCT JIGS AND FIXTURES 40
TLID307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
CERTIFICATE III IN FURNITURE MAKING (CABINET MAKING)
Course Code: LMF30402
Campus: Newport.
Course Objectives: The course provides the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making.
Careers: Cabinet Making
Course Duration: 4 years
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure
This course is 3 years part-time. Full-time or part-time delivery.
Core Units of Study
LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002B COMMUNICATE IN THE WORKPLACE 20
LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004B WORK EFFECTIVELY WITH OTHERS 15
LMFFF2004B PREPARE SURFACES FOR FINISHING 24
LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2003B SELECT AND APPLY HARDWARE 16
LMFFM2004B APPLY SHEET LAMINATES BY HAND 8
LMFFM2005B JOIN SOLID TIMBER 8
LMFFM2006B HAND MAKE TIMBER JOINTS 40
LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFFM3002B CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFFM3003B PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD 64
OR
LMFFM3004B PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFFM3005B FABRICATE CUSTOM FURNITURE 64
LMFFM3006B INSTALL FURNISHING PRODUCTS 24
LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFGN3001B READ AND INTERPRET WORK DOCUMENTS 24
LMFGN3002B ESTIMATE AND COST JOB 16
TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study
A minimum of six elective units of study, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v. 1 Australian National Training Authority 2002.

CERTIFICATE III IN FURNITURE MAKING (WOOD MACHINING)
Course Code: LMF30502
Campus: Newport.
About this course: This course provides students with the skills and knowledge to specialise in furniture making with a focus on wood machining.
Course Objectives: The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.
Careers: Wood Machinists
Course Duration: 4 years
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure
This course is 3 years part-time. Full-time or part-time delivery.
Core Units of Study
LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002B COMMUNICATE IN THE WORKPLACE 20
LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004B WORK EFFECTIVELY WITH OTHERS 15
LMFFF2004B PREPARE SURFACES FOR FINISHING 24
LMFFM2001B USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFFM2002B ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2006B HAND MAKE TIMBER JOINTS 40
LMFFM2010B SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM2011B APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
LMFFM3011B PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFFM3012B PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES 24
LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
LMFFM3022B SET UP, OPERATE AND MAINTAIN JOINING MACHINES 52
LMFFM3023B SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES 40
LMFFM3025B SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES 60
LMFFM3030B SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60
LMFFM3031B SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFFM3032B PRODUCE AND MAINTAIN CUTTING TOOLS 40
LMFFM3003C PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD 64
LMFFM3004C PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER 64
LMFFM3005C FABRICATE CUSTOM FURNITURE 64
LMFFM3006C INSTALL FURNISHING PRODUCTS 24
LMFFM3011C PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS 60
LMFFM3012C PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFGN3001C READ AND INTERPRET WORK DOCUMENTS 24
LMFGN3002C ESTIMATE AND COST JOB 16
TLDI307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40

Elective Units of Study
LMFFM3027B SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES 60
LMFGN3002B MOVE AND STORE MATERIALS AND PRODUCTS 16
LMFFM3030D SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60
LMFFM3031D SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFFM3032D PRODUCE AND MAINTAIN CUTTING TOOLS 40
CERTIFICATE III IN CABINET MAKING  
Course Code: LMF32109  
Campus: Newport.

About this course: This qualification covers the skills and knowledge required to perform a range of skills associated with the manufacture and installation of free-standing and fitted furniture.

Course Objectives: This qualification applies to trade level cabinet making work associated with free standing furniture manufacturing or the manufacture and installation of fitted furniture. Training programs for this qualification are suitable to be undertaken as part of a formal training contract with an employer under an Australian Apprenticeship arrangement.

Careers: The Certificate III in Cabinet Making describes the trade level outcomes for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation work. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

Course Duration: 4 years

Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

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

Selection Processes: Employer Choice/ User Choice (Apprenticeships)

Course Structure To be awarded the Certificate III in Cabinet Making, competency must be achieved in twenty seven (27) units. • 6 mandatory units must be completed • 18 specialist units must be completed • 3 other electives must be completed

Core Units
MSAPMSUP102A  COMMUNICATE IN THE WORKPLACE 20
MSAPMSUP106A  WORK IN A TEAM 40
LMFCR0003B  CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFFM2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 48
LMFGN3001B  READ AND INTERPRET WORK DOCUMENTS 24
At least one of the following units must be chosen
CPCOHS1001A  WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6
MSAPMOLS200A  WORK SAFELY 30

Common Specialist
BSBUS503A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
LMFFM2003B  SELECT AND APPLY HARDWARE 16
LMFFM2010B  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFFM3012B  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFFM3030B  SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES 60
LMFFM3031B  SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES 80
LMFGN3002B  ESTIMATE AND COST JOB 16

Elective Specialist
MSACMT230A  APPLY COST FACTORS TO WORK PRACTICES 40
LMFFM2011B  APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16

Furniture Stream
LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS 20
LMFFF2004B  PREPARE SURFACES FOR FINISHING 24
LMFFM2005B  JOIN SOLID TIMBER 8
LMFFM2006B  HAND MAKE TIMBER JOINTS 40
LMFFM3002B  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 64
LMFFM3005B  FABRICATE CUSTOM FURNITURE 64
LMFFM3006B  INSTALL FURNISHING PRODUCTS 24

Kitchens and Bathrooms Stream
LMGBK2001A  PREPARE FOR CABINET INSTALLATION 12
LMFGB3001A  IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS 80
LMFGB3002A  DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS 46
LMFGB3003A  CHECK AND MEASURE FIT OF CABINETS 20
LMFGB3004A  CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS 16
LMFGB3005A  FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT 80
LMFGB3006A  INSTALL FITTED CABINETS AND COMPONENTS 35
CERTIFICATE II IN ENGINEERING
Course Code: MEM20105B

Campus: Newport.

Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not Applicable

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry VTAC

Course Structure
20 weeks Full-time. Full-time, Part-time or Flexible. Core Units of Study

MEM1304A  APPLY PRINCIPLES OF WORK OH&S IN WORK ENVIRONMENT 10
MEM14004A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15002A  APPLY QUALITY SYSTEMS 20
MEM15024A  APPLY QUALITY PROCEDURES 10
MEM16006A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16007A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM17003A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

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

CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY
Course Code: MEM20205B

Campus: Newport.

About this course: This qualification provides the skills and knowledge to be able to demonstrate: - basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.

Careers: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Course Admission Requirements Year 12: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements International: Not Applicable

Admission Requirements VET: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Admission Requirements Mature Age: To qualify for admission to this course students will need to be assessed by the Department as being capable of successfully completing the course; or a combination of educational and life experience; or be employed as a Trainee in an Approved Traineeship Scheme.

Selection Processes: Direct Entry VTAC

Course Structure

MEM13. 14A  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14. 4A  PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15. 24A  APPLY QUALITY PROCEDURES 10
MEM16. 6A  ORGANISE AND COMMUNICATE INFORMATION 20
MEM16. 7A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
MEM50. 1B  CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES 60
MEM50. 2B  WORK SAFELY ON MARINE CRAFT 10
MEM50. 3B  FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT 10
(a) Elective Units of Study

A minimum of six units of study from the following:

- MEM4.18B  GENERAL WOODWORKING MACHINE OPERATIONS 40
- MEM5.3B  SOFT SOLDERING (BASIC) 20
- MEM5.5B  CARRY OUT MECHANICAL CUTTING 20
- MEM5.7C  MANUAL HEATING AND THERMAL CUTTING 20
- MEM5.12C  PERFORM ROUTINE MANUAL METAL ARC WELDING 20
- MEM5.50B  PERFORM ROUTINE GAS METAL ARC WELDING 20
- MEM9.2B  INTERPRET TECHNICAL DRAWING 40
- MEM11.10B  OPERATE MOBILE LOAD SHIFTING EQUIPMENT 40
- MEM11.11B  UNDERTAKE MANUAL HANDLING 20
- MEM12.23A  PERFORM ENGINEERING MEASUREMENTS 30
- MEM13.3B  WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS 20
- MEM18.1C  USE HAND TOOLS 20
- MEM18.2B  USE POWER TOOLS/HAND HELD OPERATIONS 20
- MEM25.1B  APPLY FIBRE REINFORCED PLASTICS 20
- MEM25.4B  FAIR AND SHAPE SURFACES 20
- MEM25.7B  MAINTAIN MARINE VESSEL SURFACES 40
- MEM50.4B  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES 10
- MEM50.5B  REFUEL VESSELS 40
- MEM50.6B  CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT 40
- MEM50.7B  CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT 20
- MEM50.8B  CARRY OUT TRIP PREPARATION AND PLANNING 40
- MEM50.9B  SAFELY OPERATE A POWERED RECREATIONAL BOAT 20
- MEM50.10B  RESPOND TO BOATING EMERGENCIES AND INCIDENTS 40

CERTIFICATE III IN MARINE CRAFT CONSTRUCTION

Course Code: MEM30705

Campus: Newport.

Course Objectives: The course is appropriate for a person working as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance.

Careers: Construction, repair and maintenance of vessels.

Course Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure 3 years Part-timeWeekly block release (8 weeks per year for three years). Core Units of Study

- MEM12.23A  PERFORM ENGINEERING MEASUREMENTS 30
- MEM12.24A  PERFORM COMPUTATIONS 30
- MEM13.14B  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
- MEM14.4A  PLAN TO UNDERTAKE A ROUTINE TASK 10
- MEM14.5A  PLAN A COMPLETE ACTIVITY 20

- MEM15.2A  APPLY QUALITY SYSTEMS 20
- MEM15.24A  APPLY QUALITY PROCEDURES 10
- MEM16.6A  ORGANISE AND COMMUNICATE INFORMATION 20
- MEM16.7A  WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
- MEM16.8A  INTERACT WITH COMPUTING TECHNOLOGY 20
- MEM17.3A  ASSIST IN THE PROVISION OF ON THE JOB TRAINING 20

Certificate I in Water Sustainability

Course Code: NWP10107

Campus: Sunshine.

Course Objectives: The Certificate I in Environmental Sustainability provides induction into the water industry for, in particular, young people who are seeking an opportunity to gain experience of the industry while developing a set of valuable employability skills.

Careers: This is a basic qualification that provides an introduction to the water industry.

Course Duration: 0.5 years

Admission Requirements Year 12: Secondary school students can choose this course as part of their VCAL requirements

Admission Requirements International: Secondary school students can choose this course as part of their VCAL requirements

Admission Requirements Mature Age: Secondary school students can choose this course as part of their VCAL requirements

Admission Requirements VET: Secondary school students can choose this course as part of their VCAL requirements

Selection Processes: Direct Entry

Course Structure To achieve this qualification the candidate must demonstrate competency in seven units of competency, comprising: - Four core units- Three elective units

- NWP101A  INVESTIGATE SUSTAINABLE WATER CYCLE MANAGEMENT 30
- NWP102A  DESIGN A BASIC WATER SYSTEM MODEL 30
- NWP103A  DEMONSTRATE CARE AND SAFE PRACTICES 20
- NWP104A  SAMPLE AND TEST WATER SOURCES AND QUALITY 40

- BSBCMN205A  USE BUSINESS TECHNOLOGY 30
- BSBCMN213A  PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
- BSBCMN214A  CREATE AND USE SIMPLE SPREADSHEETS 20
- BSBCMN104A  PLAN SKILLS DEVELOPMENT 20
- CPCCCM2005A  USE CONSTRUCTION TOOLS AND EQUIPMENT 96
- BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
UNITs

Below are subject details for courses offered by the School of Construction Industries in 2011. IMPORTANT NOTICE: 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.

BCCBS2001B  CONDUCT TACK COAT SPRAYING OPERATIONS

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to spray tack coat in asphalt or sprayed sealing operations to prepare for a bituminous surface (or next treatment) to be applied. It includes the minimum criteria for competency assessment. This unit includes sprayers carried on a light truck or towed and spraying at an agreed application rate in a uniform manner.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VII
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2002B  HAND SPREAD ASPHALT

Locations: Newport.

Descriptions: This unit specifies the competency required to hand spread asphalt to the required line and level for a finished surface. It relates to hand asphalt spreading and levelling conducted before and after compaction. It includes the minimum criteria for competency assessment. This unit includes joint construction and working in conjunction with an asphalt paver.

Nominal Hours: 18
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCCBS2003B  SAFELY HANDLE BITUMINOUS MATERIALS

Locations: Newport.

Descriptions: This unit specifies the competency required to safely handle bituminous materials for the construction and maintenance of pavements. It includes the minimum criteria for competency assessment. This unit includes safety and handling requirements for the heating and blending application of bituminous materials

Nominal Hours: 18
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BCF2001A USE STATIC MACHINES

Locations: Newport, Sunshine.

Descriptions: Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.

Nominal Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF2004A LAYOUT SIGNS

Locations: Newport, Sunshine.

Prerequisites: BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans

Descriptions: Developing the design of internal/external signs to client’s requirements, using data from client’s drawings and information

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

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools

Descriptions: This unit applies to identifying and matching colours against a specified sample.

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

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK

Locations: Newport, Sunshine.

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

Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
**BCF2011A USE COMPUTERS**

**Locations:** Newport, Sunshine.

**Descriptions:** Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input

**Nominal Hours:** 24

**Required Reading:** -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.

**Nominal Hours:** 10

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF2013A ASSEMBLE COMPONENTS**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.

**Nominal Hours:** 32

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.

**Nominal Hours:** 4

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.

**Nominal Hours:** 32

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES**

**Locations:** Newport, Sunshine.

**Descriptions:** Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.

**Nominal Hours:** 16

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF3000A MAINTAIN STATIC MACHINERY**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blade to machine; Lubricate machine; Test and adjust machine; Clean up.

**Nominal Hours:** 12

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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**BCF3001A SETUP STATIC MACHINERY**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.

**Nominal Hours:** 12

**Required Reading:** -

**Assessment:**

One or more of the following: written assignment, written test, simulation,
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge-based questions.

**BCF3006A ASSEMBLE AND INSTALL STAIRS**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit applies to the assembling of prepared components to assemble and install a timber stair to location.

**Nominal Hours:** 24

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.

**Nominal Hours:** 8

**Required Reading:**

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge-based questions.

**BCF3009A SETTING OUT OF WINDOWS AND DOORS**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.

**Nominal Hours:** 8

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Set up machine; Machine components; Clean up.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3011A ASSEMBLE (DOOR/WINDOWS)**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.

**Nominal Hours:** 16

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCF3022A APPLY GILDING TO SIGNS**

**Locations:** Newport, Sunshine.

**Descriptions:** Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:**

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

**BCF3024A INSTALL INTERNAL LINING**

**Locations:** Newport, Sunshine.

**Descriptions:** Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.

**Nominal Hours:** 40

**Required Reading:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3026A APPLY LINE AND SCROLL
Locations: Newport, Sunshine.
Descriptions: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Nominal Hours: 48
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

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

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

BCF3038A APPLY AND TRIM DECORATIVE FINISHES
Locations: Newport, Sunshine.
Descriptions: Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3041A CUT AND INSTALL GLASS
Locations: Newport, Sunshine.
Descriptions: Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Nominal Hours: 16
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3042A MARK OFF/OUT
Locations: Newport, Sunshine.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Descriptions: Plan and prepare work; Transfer dimensions from engineering drawings to work; Make templates for sheet, plate, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.

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

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

Locations: Newport, Sunshine.

Descriptions: Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.

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

BCF3052A SIGN WRITE TO SIMPLE FORMS

Locations: Newport, Sunshine.

Descriptions: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours: 56
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3053A SIGN WRITE TO DECORATIVE FORMS

Descriptions: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours: 72
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS

Descriptions: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.

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

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES

Descriptions: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.

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

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

Descriptions: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.

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

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL

Descriptions: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.

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

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 3D DIMENSIONAL

Descriptions: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.

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

BCF3062A HAND RENDER PICTORIALS

Descriptions: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Nominal Hours: 36
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation,
a number of practical tasks and knowledge based questions.

This unit of competency will be assessed through a job profile. The job profile contains campus/workplace projects and RTO/workplace assignments.

**BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT**

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

**Descriptions:** Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.

**Nominal Hours:** 16

**Required Reading:**

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

**BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)**

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.

**Descriptions:** Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.

**Nominal Hours:** 40

**Required Reading:**

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

**BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)**

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

**Descriptions:** Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)**

**Descriptions:** This unit consists of: - Plan for demolition process- Prepare materials for demolition process- Prepare work area for demolition process- Use tools and equipment for construction processes- Set up plant and equipment for initial demolition processes- Clean up

**Nominal Hours:** 20

**Required Reading:**

**Assessment:** Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team. Competency in this unit may be determined concurrently, based on integrated project work. Assessment may be by intermittent checking at the various stages of the job application in accordance with the performance criteria, or may be the completion of each process.

**BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES**

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

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

**Nominal Hours:** 40

**Required Reading:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG2001A PREPARE SURFACES**

**Locations:** Newport, Sunshine.

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

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

**Nominal Hours:** 32

**Required Reading:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

**BCG2003A CARRY OUT GENERAL DEMOLITION**

**Prerequisites:** BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).

**Descriptions:** Plan and prepare work; Demolish building/structure; Clean up.

**Nominal Hours:** 32

**Required Reading:**

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2005A  ERECT AND STRIP FORMWORK FOR CONCRETE WORK
Locations: Newport, Sunshine.
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Descriptions: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Nominal Hours: 24
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2008A  USE EXPLOSIVE POWER TOOLS (EPT)
Locations: Newport, Sunshine.
Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Descriptions: Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Nominal Hours: 16
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG2010A  REMOVE/REPLACE DOOR AND WINDOW FURNITURE
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools.
Descriptions: Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Nominal Hours: 4
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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

BCG3010A  INSTALL WINDOWS TO WALL FRAMING
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Descriptions: Plan and prepare work; Install timber or aluminium window frame; Clean up.
Nominal Hours: 12
BCG3012A  CONSTRUCT AND ERECT TIMBER WALL FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use level levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Descriptions: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.

Nominal Hours: 40

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3014A  ERECT TIMBER PITCHED ROOF FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).

Descriptions: Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.

Nominal Hours: 60

Required Reading: -

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

BCG3015A  ERECT TIMBER ROOF TRUSSES

Locations: Newport, Sunshine.

Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.

Descriptions: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.

Nominal Hours: 32

Required Reading: -

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

BCG3016A  INSTALL SUB FLOOR FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Handle construction materials and safely use of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling. Content Plan and prepare work; Install sub floor framing; Install site assembled bearers and joists (long span); Clean up.

Descriptions: Install site assembled bearers and joists (long span); Clean up.

Nominal Hours: 24

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3017A  INSTALL TIMBER AND SHEET FLOORING

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.

Descriptions: Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.

Nominal Hours: 8

Required Reading: -

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

BCG3018A  ERECT STEEL ROOF TRUSSES

Locations: Newport, Sunshine.

Prerequisites: BCG1006A Use small plant and equipment, BCG2004A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.

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

Nominal Hours: 24

Required Reading: -

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

BCG3019A  CONSTRUCT AND ERECT STEEL WALL FRAMING

Locations: Newport, Sunshine.

Prerequisites: BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Descriptions: Plan and prepare work; Construct and erect walls; Install insulation and soffit; Clean up.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS
Locations: Newport, Sunshine.
Prerequisites: BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Descriptions: Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3021A INSTALL DOOR FRAMES
Locations: Newport, Sunshine.
Prerequisites: BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Descriptions: Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3022A FINISH EAVES
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Descriptions: Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Nominal Hours: 12
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3023A INSTALL EXTERIOR CLADDING
Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
Descriptions: Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Nominal Hours: 36
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS
Prerequisites: BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Descriptions: Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrail and balustrade; Finish stairs; Clean up.
Nominal Hours: 36
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3025A INSTALL EXTERIOR OR INTERNAL DOORS
Locations: Newport, Sunshine.
Prerequisites: BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A All door frames.
Descriptions: Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave’s; Hang sliding door; Fit trim and door hardware; Clean up.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3026A INSTALL FITMENTS
Locations: Newport, Sunshine.
Descriptions: Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Nominal Hours: 16
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

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

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

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

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

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

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

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

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

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

**BG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 80
Required Reading: -

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

**BG3033A RESTORE/RENOVATE WINDOWS AND FRAMES**

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Nominal Hours: 60
Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG3048A INSTALL GLASS BLOCKWORK

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.

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

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES

Locations: Newport, Sunshine.

Description: This unit gives the student the knowledge and skills to construct battered masonry surfaces.

Nominal Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY

Locations: Newport, Sunshine.

Prerequisites: BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3110A Lay bricks and blocks (wall and corner).

Descriptions: Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct fireplace and face brickwork; Farm throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.

Nominal Hours: 48
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3107A CARRY OUT VENEER CONSTRUCTION

Locations: Newport, Sunshine.

Prerequisites: BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Descriptions: Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.

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

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Locations: Newport, Sunshine.

Prerequisites: BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Descriptions: Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.

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

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Locations: Newport, Sunshine.

Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Descriptions: Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.

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

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Locations: Newport, Sunshine.


Descriptions: Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.

Nominal Hours: 76
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
BCG3111A  LAY MULTI-THICKNESS WALLS AND PIERS

Locations: Newport, Sunshine.

Prerequisites: BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3108A Lay bricks and blocks (wall and cornet), BCG3110A Lay bricks and blocks (wall and arch), BCG3111A Lay multi-thickness walls and piers.

Descriptions: Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.

Nominal Hours: 40

Required Reading: -

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

BCG3112A  CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL

Locations: Newport, Sunshine.

Prerequisites: BCG2004A Carry out levelling, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and arch), BCG3111A Lay multi-thickness walls and piers.

Descriptions: Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.

Nominal Hours: 56

Required Reading: -

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

BCG3113A  CONSTRUCT CURVED WALL

Locations: Newport, Sunshine.

Prerequisites: BCG2004A Carry out levelling, BCG3110A Carry out basic setting out, BCG3112A Lay bricks and blocks (wall and arch), BCG3111A Lay multi-thickness walls and piers.

Descriptions: Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.

Nominal Hours: 16

Required Reading: -

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

BCG3114A  CONSTRUCT MASONRY BLOCKWORK

Locations: Newport, Sunshine.

Prerequisites: BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

Descriptions: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.

Nominal Hours: 32

Required Reading: -

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

BCG3115A  LAY SEGMENTAL/UNIT PAVING

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.

Descriptions: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.

Nominal Hours: 24

Required Reading: -

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

BCG3120A  FIX LININGS AND PANELLING

Locations: Newport, Sunshine.


Descriptions: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.

Nominal Hours: 24

Required Reading: -

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

BCG3122A  ERECT/DISMANTLE SLIP FORM FORMWORK

Locations: Newport, Sunshine.

Prerequisites: BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.

Descriptions: Plan and prepare work; Set out; Assemble formwork; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Install props; Clean up.

Nominal Hours: 80

Required Reading: -

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

BCGCA2001B  HANDLE CARPENTRY MATERIALS

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. The unit includes preparing material for mechanical handling.
This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting up of profiled set outs for buildings and structural components of building work. The unit includes the positioning of a building and associated structures on a site.

Nominal Hours: 12
Required Reading: -
Assessment:
One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3003B INSTALL FLOORING SYSTEMS**

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to plan, prepare, set out and install timber flooring systems to support imposed loads. The unit includes application in brick veneer, full masonry and timber frame construction.

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3001B CARRY OUT GENERAL DEMOLITION TO MINOR BUILDING STRUCTURES**

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to carry out general demolition work to minor building structures to facilitate alterations, extensions and additions to a building. The unit includes work being completed to a work schedule, plans and specifications.

Nominal Hours: 32
Required Reading: -
Assessment:
One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.
BGCA3004B  CONSTRUCT WALL FRAMES
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to plan, prepare, set out, construct and erect load bearing and non load bearing wall frames for the different types of loadings determined by the roof type and bracing configuration. The unit includes set out, cutting and fabrication of both timber and metal wall frames, the erection, connection and bracing of wall frames to specifications.

Nominal Hours: 60

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BGCA3005B  CONSTRUCT CEILING FRAMES
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. The unit includes the selection of members and the setting out of the ceiling frame in conjunction with the roof members.

Nominal Hours: 32

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BGCA3006B  ERECT ROOF TRUSSES
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. The unit includes gable, hip and valley and hip roofing types.

Nominal Hours: 24

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BGCA3007B  CONSTRUCT A PITCHED ROOF
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. The unit includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.

Nominal Hours: 60

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BGCA3008B  CONSTRUCT EAVES
Descriptions: This unit specifies the competency required to prepare, set out and construct eaves including the cutting and fixing of fascias and barges to provide a finish between the wall and the roof. The unit includes boxed eaves and the finish to gable ends.

Nominal Hours: 0

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

BGCA3009B  CONSTRUCT ADVANCED ROOFS
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed ends or hexagonal ends. The unit includes such roofs that may include dormer windows and may be of gable, hip, hip and valley or combinations thereof that are applied to different types and styles of buildings.

Nominal Hours: 80

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BGCA3010B  INSTALL AND REPLACE WINDOWS AND DOORS
Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to plan, prepare, set out and install window and door units and to replace window and door units to different types and styles of buildings for access, security, weather proofing and replacement of defective windows and doors. The unit includes timber and metal window and door units.
Nominal Hours: 32

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3011B REFURBISH TIMBER SASHES TO WINDOW FRAMES

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. The unit includes timber casement windows, double hung windows and the refitting of timber sashes.

Nominal Hours: 16

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3012B FRAME AND FIT WET AREA FIXTURES

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, a shower base, a sink/basin unit and preparation for wet area linings. The unit includes bathroom, laundry, shower, toilet and en-suite wet areas.

Nominal Hours: 24

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3013B INSTALL LINING, PANELLING AND MOULDING

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. The unit includes the installation of mouldings to provide decorative finishes.

Nominal Hours: 40

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3014B CONSTRUCT BULKHEADS

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to construct bulkheads to conceal services and/or for decorative purposes. The unit includes straight, curved and geometric shaped bulkheads generally constructed in-situ and may include prefabricated filiments.

Nominal Hours: 16

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3015B ASSEMBLE PARTITIONS

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to set out and assemble partitions for the purpose of dividing areas into useable spaces. The unit includes prefabricated and demountable partitions constructed of timber or metal.

Nominal Hours: 16

Required Reading: -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGCA3016B CONSTRUCT TIMBER EXTERNAL STAIRS

Locations: Newport, Sunshine.

Descriptions: This unit specifies the competency required to construct and install timber external stairs that may involve one or more flights to provide access into a structure. The unit includes timber treads and stringers.

Nominal Hours: 36

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3017B INSTALL EXTERIOR CLADDING**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to install material finishes applied to the external framed wall surface for the purpose of weatherproofing and securing the building. The unit includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3018B CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights to provide access between floors and/or landings. The unit includes timber, metal or prefabricated formwork.

**Nominal Hours:** 40

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3019B ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. The unit includes timber, metal or prefabricated formwork of modular or in-situ design.

**Nominal Hours:** 40

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3020B ERECT AND DISMANTLE JUMP FORM FORMWORK**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight jump form formwork.

**Nominal Hours:** 60

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3021B ERECT AND DISMANTLE SLIP FORM FORMWORK**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight slip form formwork.

**Nominal Hours:** 60

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGCA3022B INSTALL CURTAIN WALLING**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to fit and fix curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. The unit includes fabricated frameworks with metal cladding, fabricated framework with glass panels, pre-cast concrete panels, manufactured and natural stone products in or on the structure.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCA3023B CARRY OUT LEVELLING OPERATIONS**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and preparation. The unit includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.

**Nominal Hours:** 24

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGC2003B CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to heat, cut and bend construction materials using Oxy/LPG equipment. The unit includes the planning and preparation for the work, the set up and testing of the equipment, the cutting of materials, the heating and bending of materials, the shut down of equipment and the completion of clean-up activities.

**Nominal Hours:** 20

**Required Reading:** -

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

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**BCGC1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit covers the competency, background and underpinning knowledge required to prepare for and sustain effective work within the General Construction Industry. It covers the identification and clarification of the General Construction industry work context, scope and employment conditions, the acceptance of responsibility by the individual, criteria for working in a team, individual career path improvement activities and the participation in site meetings.

**Nominal Hours:** 20

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGC1001B FOLLOW OH&S POLICIES AND PROCEDURES**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to work safely on a General Construction site adhering to OH&S policies and procedures. This unit includes emergency procedures and basic risk assessment.

**Nominal Hours:** 40

**Required Reading:** -

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

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**BCGC1004B CONDUCT WORKPLACE COMMUNICATION**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to communicate effectively with other workers in a general construction workplace environment. This unit includes gathering, conveying and receiving information through verbal and written forms of communication.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written test,
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BCGCM1005B  CARRY OUT MEASUREMENTS AND CALCULATIONS

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a General Construction work environment.

**Nominal Hours:** 20

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**Required Reading:** -

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**Nominal Hours:** 16

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

**BCGCM2008B  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. The unit includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

**Nominal Hours:** 40

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

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**Required Reading:** -

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

**BCGCM3001B  OPERATE ELEVATED WORK PLATFORMS**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to operate elevated work platforms (EWP's) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operation and shut down.

**Nominal Hours:** 20

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGO2003B**  CARRY OUT CONCRETING TO SIMPLE FORMS

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to safely install formwork, reinforcement, place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish.

**Nominal Hours:** 16

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BGFSF2004B**  PLACE AND FIX REINFORCEMENT MATERIALS

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to place and fix reinforcement for concrete work as part of construction processes. The unit includes the planning and preparation for the work, the final preparation for placement, the placing and fixing of reinforcement, the checking of the reinforcement and the completion of clean-up activities.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BPCM2013A**  WELD USING ARC WELDING EQUIPMENT

**Locations:** Newport, Sunshine.

**Descriptions:** This unit specifies the competency required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

**Nominal Hours:** 16

**Required Reading:**

**Assessment:**

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BSBADM506A**  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

**Locations:** Newport, Sunshine.

**Descriptions:** Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.

**Nominal Hours:** 80

**Required Reading:**

**Assessment:**

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

**BSBCMN104A**  PLAN SKILLS DEVELOPMENT

**Locations:** Sunshine.

**Descriptions:** This unit has been adapted from the Competency Analysis module in the Victorian Business Skills Framework and customised to meet the needs of the Business Services Industry. The unit covers the skills and knowledge necessary to identify and document current skills and plan future skills development under the guidance of an appropriate adviser.

**Nominal Hours:** 20

**Required Reading:** VU Produced Learning Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**BSBCMN206A**  PROCESS AND MAINTAIN WORKPLACE INFORMATION

**Locations:** Newport, Sunshine.

**Descriptions:** This unit covers the skills and knowledge required to collect, process, store and maintain workplace information and its systems. It includes the maintenance of filing and record systems.

**Nominal Hours:** 30

**Required Reading:**

**Assessment:**

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

**BSBCMN208A**  DELIVER A SERVICE TO CUSTOMERS

**Locations:** Newport, Sunshine.

**Descriptions:** This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework.

**Nominal Hours:** 20
BSBCMn209A PROVIDE INFORMATION TO CLIENTS

Locations: Newport, Sunshine.

Descriptions: This unit covers the skills and knowledge required to greet clients and determine their needs in accordance with the organisation's requirements.

Nominal Hours: 20

Required Reading: -

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

BSBCMn406A MAINTAIN BUSINESS TECHNOLOGY

Locations: Newport, Sunshine.

Descriptions: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Nominal Hours: 40

Required Reading: -

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

BSBITA401A DESIGN DATABASES

Locations: Newport, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: -

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

BSBPMG508A MANAGE PROJECT RISK

Locations: Newport.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBSLS502A LEAD AND MANAGE A SALES TEAM

Locations: Newport.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan, implement, direct and evaluate sales team activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4001A APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW RISE BUILDING PROJECTS

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses, including responses required by state or territory legislation and regulations, to mitigate the risks are also addressed. The unit requires candidates to have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements to manage risk in building and construction workplaces. This unit contains employability skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each...
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to select and prepare appropriate construction contracts, including the sections, clauses and conditions for low rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS**

Locations: Newport.

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

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING**

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4006A SELECT, PROCURE AND STORE CONSTRUCTION MATERIALS FOR LOW RISE PROJECTS**

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK**

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4008A CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECTS**

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCBC4009A APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to interpret relevant laws, regulations and codes of practice to plan and administer on-site procedures and legal requirements relating to the supervision of building and construction projects.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low rise commercial buildings (low rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Nominal Hours: 50

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4011A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW RISE CONSTRUCTIONS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Nominal Hours: 160

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Locations: Newport.

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

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

Locations: Newport.

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

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to prepare specifications, using standard forms of specification as a basis. The preparation of a clearly understood specification for construction works requires establishing the level of detail required and identifying all the inherent contractual obligations. The capacity to develop specifications, that may range from outline to detailed specifications and which conform to National Specification System of Australia (NATSPEC) or other industry standards, is required. The specifications may stipulate materials, quality of projects in order to inform estimation, planning and supervisory activities.

Nominal Hours: 80

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to medium rise residential and commercial
work and project timelines. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation and standards, and the ability to research information and communicate well with clients are required.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4016A ADMINISTER A CONSTRUCTION CONTRACT

Locations: Newport.

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

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4017A ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT

Locations: Newport.

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

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4018A APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to conduct basic measuring and levelling techniques as part of the set-out procedures performed on building projects. It includes the use of technical instruments, application of standard procedures and performance of calculations necessary in the set-out of construction projects.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply sound water management principles as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply sound principles of thermal efficiency as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in this unit, in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE

Locations: Newport.

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

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCBC4022A  SUPERVISE TILT-UP WORK

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to organise, coordinate and supervise tilt-up work on site. The knowledge and skills required to apply licensing and other regulatory requirements to the process are addressed. The erection of tilt-up pre-cast concrete panels requires the application of highly structured processes and the application of safe work practices.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4023A  PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to plan, inspect and remove samples of asbestos materials and substances. The unit includes research, planning, preparation and conduct for the inspection of asbestos materials. It also includes the removal, handling and quarantining of samples for testing.

Nominal Hours: 30

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4024A  RESOLVE BUSINESS DISPUTES

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to advise on or resolve business disputes that may arise in the course of activities in residential and commercial contracting projects. Dispute resolution procedures may be applied as one of the disputing parties or as an independent party.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4025A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to present confidently, prepare for personal responsibilities in the workplace and provide opportunities for personal professional development.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4026A  ARRANGE BUILDING APPLICATIONS AND APPROVALS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to prepare documentation and submit a building approval application or submission to appropriate authorities and the management of the submission through to its final approval. To successfully manage building approvals requires a detailed understanding of the technical documentation that must be prepared, including building plans and specifications together with knowledge of the current regulatory and planning processes. The unit requires the ability to communicate effectively with related building professionals, planning officers and clients.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC4028A  PREPARE DESIGN BRIEF FOR CONSTRUCTION WORKS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to generate a brief for a conventional design, seek feedback on drafts, negotiate with the client and prepare a final design brief for client approval.

Nominal Hours: 20

Required Reading: Australian Standards Building Code of Australia ABCB

CPCCBC4034A  APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to access, interpret and apply relevant standards and codes applicable to the performance of building trade contracting and plumbing and services. Successfully complying with the range of relevant standards and codes requires a thorough and relevant knowledge of the purpose of the Building Code of Australia (BCA) and the Plumbing Code of Australia (PCA), coupled with the ability to interpret and apply specific and relevant standards across the range of trades and service sectors.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5001A  APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM RISE BUILDING PROJECTS

Locations: Newport.

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

Nominal Hours: 200

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5002A  MONITOR COSTING SYSTEMS ON MEDIUM RISE BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to monitor building or construction costing systems. The processes and practices involved in supervising and monitoring costing systems result in the ongoing maintenance of cost control and the production of expenditure schedules and other arrangements, which ensure contracts or projects remain on budget. In order to achieve the outcomes for this unit, knowledge of relevant legislation, codes and standards, industry estimating and costing systems, and financial principles is required.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5003A  SUPERVISE THE PLANNING OF ON-SITE MEDIUM RISE BUILDING OR CONSTRUCTION WORK

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to supervise the planning process and organisation of on-site building or construction work projects up to and including medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 stores, Class 4 to 9 to a maximum of 3 stores, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for using human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state or territory building and construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 stores, Class 4 to 9 to a maximum of 3 stores, not including Type A construction). To successfully construct medium rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA), coupled with the ability to interpret other codes and standards related to a specific building.

Nominal Hours: 200

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5004A  SUPERVISE AND APPLY QUALITY STANDARDS TO THE SELECTION OF BUILDING AND CONSTRUCTION MATERIALS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to supervise the systems through which materials are selected, acquired and stored on site for building or construction work up to and including medium rise projects. It ensures the delivery to the site of materials that meet contract specifications and service requirements for commercial projects. To achieve the outcomes for this unit, knowledge of relevant building construction materials and technologies, environmental effects on materials and testing procedures is required.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5005A  SELECT AND MANAGE BUILDING AND CONSTRUCTION CONTRACTORS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to select and manage building and construction contractors. It covers the processes and practices involved in supervising the systems through which the selection and management of subcontract resources occurs within the organisation, and through which subcontracting needs are identified and quantified. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, standards and codes, the subcontracting system and industrial relations processes is required.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCBC5006A  APPLY SITE SURVEYS AND SET-OUT PROCEDURES TO MEDIUM RISE BUILDING PROJECTS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply site surveys and set-out procedures to medium rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the Building Code of Australia (BCA) and Australian standards are essential.

Nominal Hours: 110

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCBCS007A  ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to administer the legal obligations of a building or construction contract. It is concerned with licensing and/or builders’ registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.

Nominal Hours: 100

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBCS008A  APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM RISE BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply structural principles to the building of medium rise buildings. The design and construction of medium rise buildings requires the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

Nominal Hours: 300

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBCS009A  IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM RISE CONSTRUCTION PROJECTS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to identify drawings, specifications and requirements for services in a range of medium rise and wide span commercial projects. It requires an ability to identify and evaluate differing methods and services in accordance with building regulations and standards.

Nominal Hours: 140

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBCS010A  MANAGE CONSTRUCTION WORK

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBCS011A  MANAGE ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES IN BUILDING AND CONSTRUCTION

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to manage environmental management practices and processes in building and construction, as part of the organisation’s overall management system. To successfully manage practices and processes requires knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBCS012A  MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to manage the application and monitoring of energy conservation and management practices and processes within the building and construction industry. Successful application of the unit requires knowledge of energy management practices and methodologies, statistical analysis, current trends and factors in energy conservation, and legislative and regulatory requirements.

Nominal Hours: 150

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCBCS013A DEVELOP PROFESSIONAL TECHNICAL AND LEGAL REPORTS ON BUILDING AND CONSTRUCTION PROJECTS

Locations: Melton.

Descriptions: This unit of competency specifies the outcomes required to develop professional technical and legal reports on buildings and commercial construction projects. The unit requires knowledge of relevant legislation, codes, standards and regulations, contract documentation and construction planning and practices, as well as the ability to communicate effectively.

Nominal Hours: 60

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL2001A HANDLE AND PREPARE BRICKLAYING AND BLOCKLAYING MATERIALS

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL2002A USE BRICKLAYING AND BLOCKLAYING TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

Nominal Hours: 30

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3001A LAY PAVING

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to lay pavers on level and inclined surfaces. It includes preparing, setting out and laying of the paving.

Nominal Hours: 24

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3002A CARRY OUT MASONRY VENEER CONSTRUCTION

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct masonry veneer buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3003A CARRY OUT CAVITY BRICK CONSTRUCTION

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct cavity brick/block buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3004A CONSTRUCT MASONRY STEPS AND STAIRS

Locations: Newport.

Prerequisites: CPCCHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct masonry steps, stairs and wing walls for different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.
Nominal Hours: 32
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3005A LAY MASONRY WALLS AND CORNERS
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct masonry walls and corners to different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.
Nominal Hours: 76
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3006A LAY MULTI-THICKNESS WALLS AND PIERS
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct multi-thickness walls and piers for different types and styles of buildings. It includes planning, preparation, set out and construction of walls and piers.
Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3007A INSTALL GLASS BLOCKWORK
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to install glass blockwork to buildings. It includes preparation, set out and installation of the blocks.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3008A INSTALL AERATED AUTOCLAVED CONCRETE PRODUCTS
Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to install aerated autoclaved concrete (AAC) products to different types and styles of buildings. It includes planning, preparation, set out and installation requirements of the work.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3009A INSTALL FLASHINGS AND DAMP PROOF COURSE
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to install flashings and damp proofing products to different types and styles of buildings. It includes planning, preparation, set out, installation and application requirements of the work.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3010A CONSTRUCT MASONRY ARCHES
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct masonry arches within walls and above columns or attached piers. It includes the preparation, set out and construction of masonry walls and arches.
Nominal Hours: 100
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCL3011A CONSTRUCT CURVED WALLS
Locations: Newport.
Prerequisites: CPCCHOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.
Nominal Hours: 32
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3012A  CONSTRUCT FIREPLACES AND CHIMNEYS
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes planning, preparation, set out and construction requirements of the work.
Nominal Hours: 48
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3013A  CONSTRUCT MASONRY STRUCTURAL SYSTEMS
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct masonry load bearing walls and engaged and isolated piers. It includes planning, preparation set out and construction requirements of the work.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3014A  INSTALL FIRE-RATED MASONRY CONSTRUCTION
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct fire-rated masonry construction systems for fire-resistant construction. It includes planning, set out and installation requirements of the work.
Nominal Hours: 32
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3015A  CONSTRUCT DECORATIVE BRICKWORK
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct decorative brickwork to buildings. It includes planning, set out and laying of bricks to form a decorative finish.
Nominal Hours: 70
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3016A  CONSTRUCT BATTERED MASONRY WALLS AND PIERS
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct battered and piersed masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.
Nominal Hours: 32
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCBL3017A  CARRY OUT TUCK POINTING TO BRICKWORK
Locations: Newport.
Prerequisites: CPCCHOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct battered and piersed masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.
Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA2001A  HANDLE CARPENTRY MATERIALS
Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.
Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA2002A USE CARPENTRY TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to identify site boundaries and survey indicators, and establishing, measuring and setting up profiled set outs for buildings and structural components of building work.

Nominal Hours: 96

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA2003A ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

Nominal Hours: 24

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3002A CARRY OUT SETTING OUT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out and install timber flooring systems to support imposed loads. It includes application in brick veneer, full masonry and timber frame construction.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3003A INSTALL FLOORING SYSTEMS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3004A CONSTRUCT WALL FRAMES

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCCA3005A  CONSTRUCT CEILING FRAMES
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. It includes selection of members and setting out of the ceiling frame in conjunction with the roof members.
Nominal Hours: 32
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3006A  ERECT ROOF TRUSSES
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. It includes gable, hip and valley, and hip roofing types.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3007A  CONSTRUCT PITCHED ROOFS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed or hexagonal ends. It includes such roofs that include dormer windows and may be of gable, hip, hip and valley, or combinations of these that are applied to different types and styles of buildings.
Nominal Hours: 80
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3010A  INSTALL AND REPLACE WINDOWS AND DOORS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to plan, prepare, set out and install window and door units, and to replace window and door units to different types and styles of buildings for access, security, weather proofing and replacement of defective windows and doors. It includes timber and metal window and door units.
Nominal Hours: 70
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3011A  REFURBISH TIMBER SASHES TO WINDOW FRAMES
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. It includes timber casement windows and double hung windows, and the refitting of timber sashes.
Nominal Hours: 16
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3012A  FRAME AND FIT WET AREA FIXTURES**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct supporting framework for fixtures and flashings associated with the wet area construction for a bath, shower base and sink or basin unit, and preparation for wet area linings. It includes bathroom, laundry, shower, toilet and en suite wet areas.

Nominal Hours: 24
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3013A  INSTALL LINING, PANELLING AND MOULDING**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. It includes the installation of mouldings to provide decorative finishes.

Nominal Hours: 40
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3014A  CONSTRUCT BULKHEADS**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct bulkheads to conceal services or for decorative purposes. It includes straight, curved and geometric shaped bulkheads, generally constructed in situ and includes prefabricated fitments.

Nominal Hours: 16
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3015A  ASSEMBLE PARTITIONS**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to set out and assemble partitions for the purpose of dividing areas into useable spaces. It includes prefabricated and demountable partitions constructed of timber or metal.

Nominal Hours: 32
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3016A  CONSTRUCT TIMBER EXTERNAL STAIRS**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to construct and install timber external stairs, that may involve one or more flights, to provide access into a structure. It includes timber treads and stringers.

Nominal Hours: 40
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCA3017A  INSTALL EXTERIOR CLADDING**

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to install material finishes applied to an external framed wall surface for the purpose of weatherproofing and securing the building. It includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.

Nominal Hours: 20
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
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CPCCCA3018A  CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights in order to provide access between floors and/or landings. It includes timber, metal or prefabricated formwork.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3019A  ERECT AND DISMANTLE FORMWORK TO SUSPENDED SLABS, COLUMNS, BEAMS AND WALLS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. It includes timber, metal or prefabricated formwork of modular or in situ design.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3020A  ERECT AND DISMANTLE JUMP FORM FORMWORK

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. It includes curved or straight jump form formwork.
Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3021A  ERECT AND DISMANTLE SLIP FORM FORMWORK

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. It includes curved or straight slip form formwork.
Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3022A  INSTALL CURTAIN WALLING

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to fit and fix curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. It includes fabricated frameworks with metal cladding, fabricated framework with glass panels, pre-cast concrete panels, and manufactured and natural stone products in or on the structure.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCA3023A  CARRY OUT LEVELLING OPERATIONS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and preparation. It includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.
Nominal Hours: 24
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM1001A  UNDERTAKE BASIC ESTIMATION AND COSTING

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and establish costs for a basic construction project.
Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY**

Locations: Newport.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM1003A PLAN AND ORGANISE WORK**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a construction work environment.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM1006A WORK SAFELY AT HEIGHTS**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to work safely on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

Nominal Hours: 8

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations. It includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of documents status and amendment detail.

Nominal Hours: 36

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCCM2002A  CARRY OUT EXCAVATION

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings, and the provision of services. It includes excavation to new and existing sites, and new services or the diversion of existing services.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2003A  CALCULATE AND COST CONSTRUCTION WORK

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and establish costs for provision of services or products in basic construction work. It covers the gaining of information; the estimation of materials, labour and time; the calculation of costs; and the associated documentation.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2004A  HANDLE CONSTRUCTION MATERIALS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with construction materials and components. It includes preparing material for mechanical handling.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2005A  USE CONSTRUCTION TOOLS AND EQUIPMENT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to safely select and use construction tools and equipment. It includes hand tools, power tools, pneumatic tools, and plant and equipment.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2006A  APPLY BASIC LEVELLING PROCEDURES

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set out of buildings components. It includes the set up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

Nominal Hours: 8

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2007A  USE EXPLOSIVE POWER TOOLS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to apply safe and effective operation of explosive power tools (EPT), used to fasten materials or fix fasteners to bases. It includes both direct action and indirect action explosive powered fastening tools.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCCM2008A  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. It includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM2009A  CARRY OUT BASIC DEMOLITION**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: Components from single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

Nominal Hours: 32

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM3001A  OPERATE ELEVATED WORK PLATFORMS**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

CPCCCM1006A - WORK SAFELY AT HEIGHTS

Descriptions: This unit of competency specifies the outcomes required to safely and effectively operate some types of elevated work platforms (EWPs) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operating and shutting down EWPs. In addition to achievement of this competency, an EWP operator may need to obtain additional certification of training and experience before being allowed to operate the equipment.

Nominal Hours: 32

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM3003A  WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to work with or operate plant in or around close proximity of power sources, services and assets for the general safety of personnel and equipment. It includes all occupational areas that may require working near electricity.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCC2003A  CARRY OUT CONCRETING TO SIMPLE FORMS**

Locations: Newport.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish. The unit includes positioning the truck, placing concrete from truck to work area, spreading concrete and cleaning up site.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCC3007A  CUT AND CORE CONCRETE**

Locations: Newport.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to plan, prepare, cut and core concrete for the provision of service holes, core samples, construction joints and joining new components. The unit includes the use of sawing and drilling equipment.

Nominal Hours: 16

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCN2001A  ASSEMBLE COMPONENTS**

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to assemble manufactured components to form a completed constructed unit.

Nominal Hours: 32

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCJN2002A  PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to prepare material for the manufacturing process and assemble components to form manufactured units.

Nominal Hours: 32

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN2003A  PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to use appropriate types of packaging systems to protect finished products from damage during transportation.

Nominal Hours: 10

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3001A  USE STATIC MACHINES

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to use static machines, which are those fixed to a set location for their operation, as applies with off-site manufacturing processes.

Nominal Hours: 56

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3002A  USE COMPUTER-CONTROLLED MACHINERY

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to program, load and operate computer-controlled machinery for the production of components.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3003A  MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES AND DOORS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.

Nominal Hours: 80

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3004A  MANUFACTURE JOINERY COMPONENTS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to carry out machining and manufacturing processes for component material in preparation for assembling joinery components.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCJN3005A  CUT AND INSTALL GLASS

Locations: Newport.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to manually cut glass to simple shapes for installation purposes.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**CPCCJS3002A  MANUFACTURE STAIR COMPONENTS FOR STRAIGHT FLIGHTED STAIRS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Descriptions:** This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.

**Nominal Hours:** 32

**Required Reading:** Australian Standards

**Assessment:**
- Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCJS3003A  ASSEMBLE AND INSTALL STAIRS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Descriptions:** This unit specifies the outcomes required to assemble prepared components required for the assembly and installation of a timber stair to location.

**Nominal Hours:** 24

**Required Reading:** Australian Standards

**Assessment:**
- Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCJS3004A  MANUFACTURE AND INSTALL CONTINUOUS HANDRAILING AND SPECIAL STAIR COMPONENTS**

**Locations:** Newport.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Descriptions:** This unit specifies the outcomes required to prepare, join and install continuous handrailing and special stair components. Special stair components include wreaths, scrolls, bullnosed steps and decorative features.

**Nominal Hours:** 24

**Required Reading:** Australian Standards

**Assessment:**
- Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCOHS1001A  WORK SAFELY IN THE CONSTRUCTION INDUSTRY**

**Locations:** Newport, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to carry out Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

**Nominal Hours:** 6

**Required Reading:** Australian Standards

**Assessment:**
- Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCOHS2001A  APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY**

**Locations:** Newport, Sunshine.

**Prerequisites:** CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

**Nominal Hours:** 20

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:**
- Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCPB3014A  INSTALL BATT INSTALLATION PRODUCTS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to install thermal and acoustic insulation products to comply with manufacturer and job specifications.
Nominal Hours: 16
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPB3015A  INSTALL ACOUSTIC AND THERMAL ENVIRONMENTAL PROTECTION SYSTEMS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to install wall and ceiling systems that satisfy environmental requirements in terms of acoustic ratings and energy efficiency ratings in accordance with sustainable building practices. It includes planning and preparation for work, installation of insulation to wall cavities and plenum, installation of acoustic systems and completion of post work clean-up activities.
Nominal Hours: 20
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPB3026A  ERECT AND MAINTAIN TRESTLE AND PLANK SYSTEMS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to erect and monitor trestle and plank work platforms.
Nominal Hours: 10
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD2001A  HANDLE PAINTING AND DECORATING MATERIALS
Locations: Sunshine.
Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to handle, sort and store painting and decorating materials. The unit includes planning and preparing for the work, identifying, handling and storing materials; and selecting and distributing appropriate housekeeping standards. Environmentally sustainable practices are required for waste disposal and equipment cleaning.
Nominal Hours: 16
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD2003A  REMOVE AND REPLACE DOORS AND DOOR AND WINDOW COMPONENTS
Locations: Sunshine.
Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to remove and replace doors and door and window furniture for the purpose of painting or replacement. The unit includes replacing and planning for the work, the removal and replacement of doors and door and window furniture and completion of clean-up activities.
Nominal Hours: 4
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3001A  PREPARE SURFACES FOR PAINTING
Locations: Sunshine.
Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to handle, repair and prepare different material surfaces for the application of paint. The unit includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces, preparation of previously wallpapered surfaces for painting and completion of clean-up activities.
Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3002A  APPLY PAINT BY BRUSH AND ROLLER**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to apply brushed or rolled paint coatings to different materials to form a protective and decorative painted finish. The unit includes planning and preparation for the work, preparation of the work area, mixing of materials, application of paint, finishing of the surface and completion of clean-up activities.

Nominal Hours: 100
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3003A  APPLY TEXTURE COAT PAINT FINISHES BY BRUSH, ROLLER AND SPRAY**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to apply texture coat paint finishes to different surfaces by using brush, roller and spray. The unit includes planning and preparation for the work, preparation of the work area and materials, application of the texture coat paint and completion of clean-up activities.

Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3004A  APPLY PAINT BY SPRAY**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to apply paint by spray onto different surfaces to form a protective paint finish. The unit includes planning and preparation for the work, preparation of materials and application area, setting up and testing of the spray equipment, application of paint and completion of clean-up activities.

Nominal Hours: 80
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3005A  MATCH SPECIFIED PAINT COLOUR**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to colour match new and existing painting finishes. The unit includes planning and preparation for the work, matching of paint colour to a specified sample and completion of clean-up activities.

Nominal Hours: 50
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3006A  APPLY STAINS AND CLEAR TIMBER FINISHES**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to apply stains and clear timber finishes to different material surfaces, including previously stained or finished timber to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the work area and materials, staining of bare timber, application of clear finishes and completion of clean-up activities.

Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCPD3007A  APPLY WALLPAPER**
**Locations:** Sunshine.
**Prerequisites:** CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY
**Descriptions:** This unit of competency specifies the outcomes required to apply wallpaper to walls of different materials to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the surfaces and materials, application of the wallpaper and completion of clean-up activities.

Nominal Hours: 50
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
evidence of competence outcomes, within periodic and scheduled timelines.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to apply decorative paint finishes to a range of different material surfaces. The unit includes planning and preparation for the work, definition and preparation of the work area, application of mirror paint finishes, broken colour effects and lines by brush; and completion of clean-up activities.

Nominal Hours: 114

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3009A  REMOVE GRAFFITI AND APPLY PROTECTIVE COATINGS

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to remove graffiti and apply preventative materials to different surfaces to form graffiti-resistant surface systems. The unit includes planning and preparation for the work, preparation of the work site and materials, removal of graffiti, application of preventative material and completion of clean-up activities.

Nominal Hours: 30

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3011A  APPLY LEAD PAINT AND ASBESTOS MANAGEMENT

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to treat lead paint hazards, including removal of lead-based paints from surfaces, encapsulation and the control of associated hazards. The unit includes planning and preparation for the work, definition and preparation of the work area, removal of contaminated material, encapsulation of contaminated material and completion of clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3012A  APPLY ADVANCED WALLPAPER TECHNIQUES

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to apply wallpaper and specialty materials to walls and ceilings to form a protective and decorative finish. The unit includes planning and preparation for the work, preparation of the surfaces and materials, application of the wallpaper and specialty materials, and completion of clean-up activities.

Nominal Hours: 30

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3013A  APPLY INTUMESCENT COATINGS

Locations: Sunshine.

Prerequisites: CPCCOHS1001A - WORK SAFELY IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to apply intumescent coatings to a range of different material surfaces. The unit includes planning and preparation for the work, preparation of the application area, application of the specialist coatings and completion of clean-up activities.

Nominal Hours: 50

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCPD3014A  APPLY ADVANCED DECORATIVE PAINT FINISHES

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to apply decorative paint finishes to a range of different material surfaces. The unit includes planning and preparation for the work, preparation of the application area, application of imitation marble effects and imitation wood grain effects, application of stencils and completion of clean-up activities.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCR3001A  OPERATE PERSONNEL AND MATERIALS HOISTS

Locations: Werribee.

Descriptions: This unit of competency specifies the outcomes required to operate personnel and materials hoists for moving people and equipment to various heights in a multi-storey structure.

Nominal Hours: 32

Required Reading: VU produced Work Books VU 2008 VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCRI3001B OPERATE PERSONNEL AND MATERIALS HOISTS

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to operate personnel and materials hoists for moving people and equipment to various heights in a multi-storey structure.
Nominal Hours: 32
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT

Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to heat, cut and bend construction materials using oxy-LPG equipment. It includes planning and preparation for the work, setting up and testing the equipment, cutting materials, heating and bending materials, shutdown of equipment and completion of clean-up activities.
Nominal Hours: 20
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSF2003A PREPARE SURFACES

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to prepare surfaces for restoration, repair and prepare different material surfaces. It includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces and completion of clean-up activities.
Nominal Hours: 32
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSH2002A USE ALUMINIUM SECTIONS FOR FABRICATION

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to use aluminium sections in fabricated structures and the methods of joining the sections.
Nominal Hours: 40
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSH2003A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to apply sealants and sealant devices to structures.
Nominal Hours: 16
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSH2004A PLACE AND FIX REINFORCEMENT MATERIALS

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to place and fix reinforcement for concrete work as part of construction processes. It includes planning and preparation for the work, final preparation for placement, placing and fixing reinforcement, checking the reinforcement and completing clean-up activities.
Nominal Hours: 80
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSH3001A SET OUT AND ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORKSTATIONS

Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit specifies the outcomes required to set out component parts and assemble and fit them to complete the construction of a fitment.

Nominal Hours: 80

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSH3002A SET OUT AND FABRICATE SHOPFRONT
COMMERCIAL ENTRIES BULKHEADS AND
COMPONENT FITTINGS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to set out and fabricate component parts and fittings, including bulkheads where required, that form a total shopfront structure.

Nominal Hours: 56

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSH3003A ASSEMBLE AND INSTALL SHOPFRONT
COMMERCIAL ENTRIES BULKHEADS AND
COMPONENTS

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to assemble component parts and fittings that form the total product fabrication for a shopfront structure.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSH3004A APPLY FINISHES

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to prepare and apply types of finishing materials to surfaces.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSH3005A APPLY AND TRIM DECORATIVE FINISHES

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to prepare and apply decorative and ornamental edgings and add-ons as finishes to specified designs.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2001A USE COLOUR FOR SIGNAGE

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to use colour for signage in a range of sign manufacture and installation activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 24

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2002A LAY OUT AND DESIGN SIGNAGE

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to lay out and design signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 40

Required Reading: Australian Standards VU Produced Workshops

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCCSI2003A  PREPARE SURFACES FOR SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to prepare a range of surfaces for signage application. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 20
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2004A  PRODUCE DIGITAL SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to produce digital signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 36
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2005A  FABRICATE SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to fabricate signage using acrylic or light metal materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2006A  SIGNWRITE TO SIMPLE FORMS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to manually write signs on a range of surfaces to design specifications. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 20
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI2007A  APPLY FASTENERS AND FIXINGS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to apply proprietary fasteners and fixings in a range of fastening activities undertaken with a range of common construction materials.
Nominal Hours: 16
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3001A  PRODUCE VINYL SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to produce visual signage in a variety of styles and shapes for attachment to surfaces. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 36
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3002A  USE ROTARY ROUTER
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to engrave signs using a laser or rotary router. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 20
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
PROCEDURES IN THE CONSTRUCTION INDUSTRY

CPCCSI3003A  SIGNWRITE TO DECORATIVE FORMS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to manually signwrite to decorative forms using a range of techniques and materials. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 92
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3004A  APPLY ADVANCED VINYL APPLICATIONS
Locations: Newport.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to produce vinyl signage in advanced forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3005A  USE ENGRAVING SYSTEMS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to engrave signs using laser or rotary routers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3006A  APPLY GILDING TO SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to prepare background surfaces; masking, drafting and applying gilding to lettering, shapes, heraldic and other decorative forms of signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 40
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3007A  APPLY LINES AND SCROLLS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to set out and apply materials to produce various forms of line and scroll work on specified surfaces.
Nominal Hours: 48
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3008A  WRITE SHOWCARDS AND CHALKBOARDS
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to manually write showcards and chalkboards for commercial purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 36
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSI3009A  SCREEN-PRINT SIGNAGE
Locations: Sunshine.
Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to prepare screens and apply paint to sign faces, creating decoratively designed signs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 36
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
### CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to apply OHS requirements, policies and procedures in the construction industry within a work context. It includes planning and preparation for work; production; and completion of work outcomes. No licensing or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 80

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSI3010A - HAND RENDER PICTORIALS

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to produce and lay out signs that form hand-rendered pictorial images on a range of substrates as part of signage installations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 36

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSI3011A - USE LED TECHNOLOGY FOR SIGNAGE

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to use light emitting diode (LED) technology for signage. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSI3012A - APPLY ELECTRICAL THEORY FOR ILLUMINATED SIGNAGE

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to apply electrical theory for signage applications. No licensing (less than 240 volts), legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 8

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSI3013A - INSTALL LED SYSTEMS

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to install light emitting diode (LED) systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 40

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSI3014A - MANUFACTURE GAS-CHARGED GLASS-FORMED ILLUMINATED SIGNAGE

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to manufacture gas-charged glass-formed illuminated signage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

**Nominal Hours:** 200

**Required Reading:** Australian Standards VU Produced Workshops

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSP2003A - PREPARE SURFACES FOR PLASTERING

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to prepare surfaces to accept a new skin of lining materials. It includes planning and preparation for work; production; and post work clean-up.

**Nominal Hours:** 40

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### CPCCSP3003A - APPLY TROWELLED TEXTURE COAT FINISHES

**Locations:** Sunshine.

**Prerequisites:** None

**Descriptions:** This unit of competency specifies the outcomes required to mix and apply trowelled texture coat finishes. It includes planning and preparation for the work; production of the background surface; mixing, application and finishing of the texture coats; and completion of clean-up activities.

**Nominal Hours:** 80
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCST2005A    CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS

Locations: Sunshine.
Prerequisites: CPCCOH2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
Descriptions: This unit specifies the outcomes required to sling and move materials under supervision.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5001A    ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to assess the construction of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes evaluation and identification of appropriate construction methods, and identification of required standards and services according to relevant legislation, design and maintenance specifications.
Nominal Hours: 100
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5002A    EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to evaluate and select materials for domestic scale buildings. It relates to a range of building materials, including concrete, glass, timber, plastic and plasterboard in accordance with the Building Code of Australia (BCA).
Nominal Hours: 72
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5003A    PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake basic architectural drafting of conventional residential structures. It includes the production of two and three-dimensional (3-D) drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.
Nominal Hours: 90
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5004A    APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to research, interpret and apply appropriate land use and urban development to a conventional building project in compliance with relevant legislation and the Building Code of Australia (BCA).
Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5005A    APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO DOMESTIC SCALE BUILDINGS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to domestic scale buildings or those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the evaluation and distribution of soil types, and identification of appropriate footing systems and maintenance requirements for foundation components of the project.
Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5006A    ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to identify construction faults in residential buildings. It includes the identification and evaluation of construction problems and determination of alternative building methods in accordance with legislative requirements.
Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5007A  UNDERTAKE SITE SURVEYS AND SET-OUT PROCEDURES FOR BUILDING PROJECTS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to undertake site surveys and set out procedures for civil and residential building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of and compliance with relevant legislation.

Nominal Hours: 72
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5008A  APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to research, interpret and apply building control legislation for use in building surveying activities relating to domestic scale buildings and structures. It includes the evaluation of the Australian common law system and the various sources of law applicable to building surveying activities and the identification and application of the professional code of ethics required for the assessment and inspection of buildings.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5009A  ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to assess the impact of fire on building materials. It includes the research, analysis and reporting of testing conducted on a range of building materials and structures in differing circumstances to determine combustion, flammability, heat transfer, burning conditions, building material behaviour, fire loads of buildings and fire resistance.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5010A  INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to initiate and undertake consultation with individuals and groups in regard to building surveying practices. It includes the identification and implementation of appropriate interaction models according to community demographics, cultural considerations and social stratification; the analysis and evaluation of data to enable informed decision-making; and the presentation of findings to clients and other appropriate stakeholders.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5011A  APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to ensure that the building process complies with the Building Code of Australia (BCA) and relevant Australian standards. The unit applies to residential buildings and includes the evaluation and interpretation of building requirements, classification of buildings according to the BCA criteria and strategies for compliance.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5012A  ASSESS TIMBER-FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to select structural members for a timber-framed domestic building up to and including two storeys. It includes the evaluation of plans and specifications, and selection of structural members for ceiling and roof framing, timber wall frames, timber stumps, floor bearers and joists. It requires compliance with all relevant legislation, the Building Code of Australia (BCA) and Australian standards.

Nominal Hours: 36
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5013A  APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply energy efficient design to buildings. It includes the evaluation of building designs to
establish suitable forms of construction and the identification of appropriate energy consumption practices for incorporation into design briefs.

Nominal Hours: 36

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV5014A  APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to assess residential buildings for compliance with building legislation. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.

Nominal Hours: 36

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment:

CPCCSV5015A  ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to assess the structural requirements of domestic scale buildings and those of a similar loading, construction and size, such as small industrial, commercial or public buildings. It includes the application of design concepts to the selection, positioning and sizing of all structural members and materials that form a building structure.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6001A  ASSESS THE CONSTRUCTION OF BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to assess the construction of buildings of up to three storeys and a maximum floor area of 2000 square metres. It includes evaluation and identification of appropriate construction methods and the identification of required standards and services according to relevant legislation, design and maintenance specifications.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6002A  PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to read and interpret plans and specifications and to undertake architectural drafting of buildings up to three storeys and a maximum floor area not exceeding 2000 square metres. It includes the production of two and three-dimensional drawings in accordance with standard industry drawing practice and to a level suitable for building permit approval.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6003A  ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to identify construction faults in buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification and evaluation of construction problems and determination of alternative methods in accordance with legislative requirements.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6004A  APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply footing and geomechanical design principles to buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the identification, classification, calculated positioning and sizing of all structural footing that forms foundation components of the project.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6005A  EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS

Locations: Newport.
Descriptions: This unit of competency specifies the outcomes required to evaluate the layout of services and connection methods for residential and commercial buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes the evaluation of cold and hot water supply, sewerage layout, electric and electronic installation requirements, smoke and fire preventative systems. It requires compliance with relevant legislation, Australian standards and the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6006A  EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to evaluate and select concrete for commercial and residential buildings of up to three storeys and a maximum floor area of 2000 square metres. This unit relates primarily to the selection, maintenance and repair of concrete as a fundamental building material in accordance with the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6007A  ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to assess the structural requirements of buildings up to three storeys and with a maximum floor area not exceeding 2000 square metres. It includes the application of design concepts to the selection, positioning and sizing of all structural members and materials that form a building structure.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6008A  APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to ensure the building process complies with the Building Code of Australia (BCA) and relevant Australian standards. It applies specifically to buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6009A  IMPLEMENT PERFORMANCE-BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO THREE STOREYS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to implement performance-based codes, risk assessment and risk management principles to commercial and residential buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres.

Nominal Hours: 72

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6010A  APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to evaluate smoke detection and fire prevention, protection and control systems for buildings up to three storeys and not exceeding a maximum floor area of 2000 square metres. It includes evaluation of firefighting equipment in buildings, integration of active and passive fire protection systems, and the determination of sprinkler and drencher requirements according to the Building Code of Australia (BCA), relevant legislation and Australian standards.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6011A  APPLY LEGAL PROCEDURES TO BUILDING SURVEYING

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to advise on building control activities in a court of law and present evidence in accordance with rules of evidence for civil and criminal trials. It includes the identification and application of the rules of statutory interpretation as they relate to building control legislation.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6012A  FACILITATE COMMUNITY DEVELOPMENT CONSULTATION

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to initiate and undertake community consultation to facilitate supported community development. It includes the identification and implementation of appropriate consultation models according to community demographics, analysis and evaluation of data to enable informed decision-making, and the presentation of findings to appropriate stakeholders.

Nominal Hours: 40
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6013A  COORDINATE BUILDING REFURBISHMENT

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to undertake standard refurbishment of buildings. It includes the evaluation of property/premises to establish the scope of work, preparation of inspection reports, and the engagement and coordination of subcontractors to carry out defined tasks.

Nominal Hours: 72
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6014A  MANAGE AND PLAN LAND USE

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to plan and manage the use of land in a regulated building environment. It includes the evaluation of relevant legislation and application of land management practices and planning concepts required in conventional building developments.

Nominal Hours: 40
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6015A  ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to gather, organise and present building surveying information using available systems. It includes the design, execution and documentation of research for a building surveying project.

Nominal Hours: 90
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCSV6016A  APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO THREE STOREYS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to assess medium rise building projects of up to three storeys and a maximum floor area of 2000 square metres for compliance with building and land use requirements. It includes the evaluation and interpretation of plans, progressive inspection of building work, preparation of reports and compliance with legislative requirements.

Nominal Hours: 90
Required Reading: Australian Standards Building Code of Australia ABCB
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCVE1001A  UNDERTAKE A BASIC CONSTRUCTION PROJECT

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to undertake a basic construction project to provide elementary skills applicable to the construction industry. It includes completion of a project using basic tools, equipment and materials.

Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCVE1002A  UNDERTAKE A BASIC COMPUTER DESIGN PROJECT

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to undertake a basic computer design project involving the design of a simple residential structure. It includes interpretation of a client brief, application of the computer design software, refining of the design through consultation with the client, and final production of the design in plan and elevation format.

Nominal Hours: 36
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWC2001A COMPLETE PENETRATIONS AND FLASHINGS**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to complete the penetrations and flashings associated with wall and ceiling lining. It does not cover the technical aspects of passive fire systems. It includes planning and preparation for work, selection and safe use of tools and equipment to complete the penetrations and flashings, restoration of the integrity of the wall or ceiling, and completion of post work clean-up activities.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWC3003A INSTALL DRY WALL PASSIVE FIRE-RATED SYSTEMS**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to select and install dry wall fire-rated systems to walls and ceilings. It includes planning and preparation for installation; installation of approved systems for timber stud walls, steel stud partitions, shaft walls, timber joist and suspended ceilings; and completion of post-installation activities.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWP2003A PREPARE FOR CONSTRUCTION WATERPROOFING PROCESS**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to apply waterproofing to differing types of wet areas in varying building situations. It includes identification of the processes required and planning and preparation of materials for application.

Nominal Hours: 100

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCWP2004A PREPARE SURFACES FOR WATERPROOFING APPLICATION**

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to repair and prepare different material surfaces that form part of the application of waterproofing within the construction process. It includes the inspection, preparation for, and repair and finishing of surfaces prior to the application of the waterproofing process.

Nominal Hours: 100

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to prepare for and sustain effective work within the plumbing and services sector of the building and construction industry. It requires the ability to accept instructions, work with others, plan activities and perform tasks, as well as participate in workplace planning and meetings. Outcomes include effective participation in a plumbing and services workplace to promote a harmonious and efficient work environment. The unit covers the identification and clarification of the sector work context and setting, acceptance of workplace responsibility by the individual, working in a team, individual career path improvement and participation in meetings.
Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to communicate effectively through oral, visual and written means of communication in order to facilitate work practices that are safe, meet specifications and provide quality outcomes.
Nominal Hours: 10
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2003A CARRY OUT OHS REQUIREMENTS

Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at a plumbing workplace. The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others.
Nominal Hours: 36
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES

Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to use and interpret plans and specifications associated with construction work, and accurately complete measurements and calculations to establish quantities of materials for plumbing work. The unit requires the interpretation of plans, drawings and specifications to interpret requirements, and making measurements and calculations to determine quantities of plumbing materials.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2005A HANDLE AND STORE PLUMBING MATERIALS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste. It addresses OHS and environmental requirements to minimise risk to the health and safety of personnel and to the environment.
Nominal Hours: 6
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2006A USE PLUMBING HAND AND POWER TOOLS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to use commonly used hand and power tools in plumbing work applications.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2007A CARRY OUT LEVELLING

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM2004A - READ PLANS AND CALCULATE PLUMBING QUANTITIES
Descriptions: This unit of competency specifies the outcomes required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications.
Nominal Hours: 6

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2008A  CUT AND JOIN SHEET METAL

Locations: Sunshine.

Prerequisites: CPCPCM2009A - CARRY OUT OHS REQUIREMENTS

CPCPCM2010A - MARK OUT MATERIALS

Descriptions: This unit of competency specifies the outcomes required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2009A  CUT USING OXY-LPG-ACETYLENE EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2009A - CARRY OUT OHS REQUIREMENTS

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

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2010A  MARK OUT MATERIALS

Locations: Sunshine.

Prerequisites: CPCPCM2010A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to mark out plumbing materials prior to fabricating piping, steel sections, ducting and sheet materials, roofing and cladding.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2011A  APPLY FIRST AID IN THE WORKPLACE

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to provide basic first aid in the workplace.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2012A  WELD USING OXY-ACETYLENE EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2012A - CARRY OUT OHS REQUIREMENTS

CPCPCM2009A - MARK OUT MATERIALS

Descriptions: This unit of competency specifies the outcomes required to weld/braze metals associated with the fabrication, installation and repair of plumbing components and systems, using oxyLPG-acetylene equipment.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2013A  WELD USING ARC WELDING EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2013A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2014A  CARRY OUT SIMPLE CONCRETING AND RENDERING

Locations: Sunshine.

Prerequisites: CPCPCM2014A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to perform minor repairs and undertake minor concreting and rendering tasks.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM2015A  WORK SAFELY ON ROOFS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to perform safe
working practices when undertaking plumbing work on roofing structures.
Nominal Hours: 20
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3001A  FLASH PENETRATIONS THROUGH ROOFS AND WALLS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to set out, cut
and flash a roof or wall penetration.
Nominal Hours: 18
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3002A  WELD PLASTIC PIPE USING FUSION METHOD
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to fusion
weld polyethylene (PE), polypropylene (PP) and polybutylene (PB) (approved as per
Australian standards) polymer pipes, and test joints in plastic pipe up to DN300 for
water, sanitary and stormwater application only.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM3003A  FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPMS3004A - INSTALL MEDICAL GAS PIPELINE SYSTEMS
Descriptions: This unit of competency specifies the outcomes required to determine
installation requirements and to fabricate, install and test non-ferrous pressure pipe.
Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4001A  CARRY OUT WORK BASED RISK CONTROL PROCESSES
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to carry
out work-based risk control processes. It covers the identification of hazards, the
assessment of risk, the identification of unacceptable risk and the determination,
preparation and completion of a course of action. This unit is strongly related to the
unit BSBCMN416A Identify risk and apply risk management processes.
Nominal Hours: 24
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4002A  ESTIMATE AND COST WORK
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to estimate
materials, labour and time requirements and to establish costs for provision of services
or products. The unit covers the gaining of information, the estimation of materials,
labour and time, the calculation of costs and the associated documentation.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPCM4003A  PRODUCE 2-D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to produce two-
dimensional (2-D) architectural drawings using computer-aided design (CAD) software
under limited supervision.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.
CPCPCM4004A PREPARE SIMPLE SKETCHES AND DRAWINGS
Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to produce on-site drawings of work required in buildings up to five floors with residential, commercial, industrial or mixed occupancy. Sketches may be used for estimating purposes and show measurements and other requirements for building and construction or fire, mechanical and/or plumbing services.

Nominal Hours: 200
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2001A LOCATE AND CLEAR BLOCKAGES
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage and roof installations, with the use of mechanically operated drain clearing machines and attachments, closed circuit television (CCTV) and manually operated drain cleaning tools and equipment where required.

Nominal Hours: 8
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2002A INSTALL DOMESTIC TREATMENT PLANTS
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install precast concrete and glass reinforced plastic approved domestic treatment plants.

Nominal Hours: 16
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to maintain chlorine disinfection systems for domestic treatment plants.

Nominal Hours: 4
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install new stormwater and sub-soil drainage systems to an approved point of discharge.

Nominal Hours: 8
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2005A DRAIN WORK SITE
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.

Nominal Hours: 4
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPDR2006A INSTALL PREFABRICATION INSPECTION OPENINGS AND ENCLOSURES
Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install prefabricated inspection openings and enclosures.

Nominal Hours: 4
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
**CPCPDR3001A PLAN LAYOUT OF A RESIDENTIAL EXTERNAL SANITARY DRAINAGE SYSTEM**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Descriptions:** This unit of competency specifies the outcomes required to plan the layout of sanitary drainage systems for residential buildings.

**Nominal Hours:** 8

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Descriptions:** This unit of competency specifies the outcomes required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to an authority’s approved point of discharge or on-site disposal system.

**Nominal Hours:** 26

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR3003A INSTALL ON-SITE DISPOSAL SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Descriptions:** This unit of competency specifies the outcomes required to install an on-site effluent disposal system from a domestic treatment plant.

**Nominal Hours:** 8

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR4001A PLAN, SIZE AND LAY OUT SANITARY DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Descriptions:** This unit of competency specifies the outcomes required to plan, size and document the layout of surface and sub-soil stormwater drainage systems up to points of connection. It covers the preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.

**Nominal Hours:** 40

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR4002A PLAN, SIZE AND LAY OUT STORMWATER DRAINAGE SYSTEMS**

**Locations:** Sunshine.

**Descriptions:** This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

**Nominal Hours:** 40

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPDR4003A PLAN, SIZE AND LAY OUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS**

**Locations:** Sunshine.

**Descriptions:** This unit of competency specifies the outcomes required to plan, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

**Nominal Hours:** 30

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCPS2001A CONNECT STATIC STORAGE TANKS FOR FIXED FIRE PROTECTION SYSTEMS**

**Locations:** Sunshine.

**Prerequisites:** CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

**Descriptions:** This unit of competency specifies the outcomes required to connect static storage tanks to fixed fire protection systems.

**Nominal Hours:** 60

**Required Reading:** Australian Standards

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPFS2002A  INSTALL PORTABLE FIRE EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install portable fire extinguishers, fire blankets and signage.
Nominal Hours: 24
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3001A  FABRICATE AND INSTALL FIRE HYDRANT AND HOSE REEL SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to fabricate and install fire hydrant and hose reel systems.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3003A  FIT OFF SPRINKLER HEADS, CONTROLS AND ANCILLARY EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install sprinkler heads, system controls and ancillary equipment for sprinkler fire protection systems.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3004A  INSTALL CONTROL VALVE ASSEMBLIES, ACTUATING DEVICES AND LOCAL ALARMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install control valve assemblies, actuating devices and local alarms for fire protection systems in commercial, industrial, residential and domestic situations.
Nominal Hours: 100

Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3007A  INSTALL DOMESTIC AND RESIDENTIAL LIFE SAFETY SPRINKLER SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install domestic and residential life safety fire sprinkler systems in buildings up to four storeys in height.
Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS3008A  TEST AND MAINTAIN FIRE HYDRANT AND HOSE REEL INSTALLATIONS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to test and maintain fire hydrant and hose reel installations in commercial and domestic situations. The unit requires the conduct of routine testing and maintenance of fire hydrant and hose reel installations in the full range of domestic and commercial situations.
Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPFS4002A  COMMISSION AND MAINTAIN SPECIAL HAZARD FIRE SUPPRESSION SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES
Descriptions: This unit of competency specifies the outcomes required to test, commission and maintain special hazard fire suppression systems. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of the systems, and conduct of systems maintenance and work finalisation processes, including records and documentation. NOTE: All technicians performing work described in this unit that involves the handling of prescribed ozone-depleting substances (ODS) and synthetic greenhouse gases (SGG) extinguishing agents must hold an appropriate extinguishing agent handling licence (EAHL).
Nominal Hours: 20
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4003A COMMISSION FIRE SYSTEM PUMP SETS

Locations: Sunshine.

Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES

Descriptions: This unit of competency specifies the outcomes required to test and commission fire system pump sets. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of systems, and work finalisation processes, including records and documentation.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4004A DESIGN RESIDENTIAL AND DOMESTIC FIRE SPRINKLER SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPS4001A

Descriptions: This unit of competency specifies the outcomes required to design domestic and residential fire sprinkler systems using hydraulic calculations. It covers preparation for the work, determination of system requirements, detailed design and recording of system plans, and work finalisation processes.

Nominal Hours: 48

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4005A COMMISSION FIRE ALARM AND DETECTION SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to commission fire alarm and detection systems. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of the systems, and work finalisation processes, including records and documentation.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS4006A COMMISSION FIREFIGHTING APPLIANCES

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to commission firefighting appliances. It covers preparation for the work, identification and confirmation of system specifications and requirements, physical testing and commissioning of appliances, and work finalisation processes, including records and documentation.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3001A INSTALL GAS PIPING SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to select, install and test gas consumer piping carrying natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa. Design requirements of this unit

Nominal Hours: 24

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3002A SIZE CONSUMER GAS PIPING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to size consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3003A INSTALL AND COMMISSION TYPE A GAS APPLIANCES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and commission Type A gas appliances approved for use with natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa. Type A gas appliances are kept under the Model Code's guidelines which expand the range.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPGS3004A  INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY UP TO 500 LITRES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install liquefied petroleum gas (LPG) storage facilities with a storage capacity up to 500 litres for consumer piping systems. The unit requires the selection, location and installation of LPG storage facilities with a storage capacity up to 500 litres, either single tank or multiple cylinder installations and the testing of the associated piping system. The storage is connected to consumer piping systems with operating pressures less than 200kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 20
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3005A  INSTALL LPG STORAGE OF AGGREGATE STORAGE CAPACITY EXCEEDING 500 LITRES AND LESS THAN 8KL

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install liquefied petroleum gas (LPG) storage facilities with a storage capacity of more than 500 litres but less than 8KL, either single tank or multiple cylinder installations and the testing of the associated piping system. The storage is connected to consumer piping systems with operating pressures less than 200kPa. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3006A  INSTALL LPG SYSTEMS IN CARAVANS, MOBILE HOMES, WATER CRAFT AND MOBILE WORKPLACES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and commission liquefied petroleum gas (LPG) systems in caravans, mobile homes, water craft and mobile workplaces. The unit requires the determination of requirements, the installation and commissioning of LPG systems with an operating pressure not exceeding 2 75kPa in caravans, mobile homes, water craft and mobile workplaces. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 16
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3007A  INSTALL GAS DETECTION DEVICES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install gas detection equipment to liquefied petroleum gas (LPG) systems in water craft. The unit requires determining the design of an LPG detection system, confirming that it complies with standards, and then installing and testing it. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3008A  INSTALL GAS PRESSURE CONTROL EQUIPMENT

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and commission gas control and regulating equipment for consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LGP), or tempered liquefied petroleum gas (TLPG) up to 200kPa. This unit requires the determination of the requirements for gas control and regulating equipment (for pressures up to 200kPa), and its installation, testing and commissioning in accordance with standards. The design requirements of this unit are limited to the application of the design to layout and installation.

Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3009A  INSTALL TYPE A GAS APPLIANCE FLUES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install and test flues for Type A gas appliances.

Nominal Hours: 20
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3012A MAINTAIN TYPE A GAS APPLIANCES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to perform basic maintenance on Type A gas appliances.

Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3013A DISCONNECT AND RECONNECT TYPE A GAS APPLIANCES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to disconnect and reconnect services from Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. The work is confined to disconnecting and reconnecting a like appliance.

Nominal Hours: 16
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3014A CALCULATE AND INSTALL NATURAL VENTILATION FOR TYPE A GAS APPLIANCES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to determine, install and test materials and equipment required to support natural ventilation of Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) up to 200kPa.

Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS3015A INSTALL SUBSIDIARY GAS METERS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install and test subsidiary gas meters for gas consumer piping systems.

Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS4001A PLAN, SIZE AND LAY OUT CONSUMER GAS INSTALLATIONS
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to plan, size and document a consumer’s gas installation, including consumer piping operating up to a pressure of 200kPa, fluing, ventilation and appliance installation associated with natural gas (NG), simulated natural gas (SNG), liquefied petroleum gas (LPG) and...
tempered liquefied petroleum gas (TLPG) for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparing for work, determining gas installation requirements, detailed planning of the layout, and completing work finalisation processes, including records and documentation. Work associated with this unit is undertaken within the scope of AS5601 (AG601) Gas installations and local licensing requirements (gas, electrical and plumbing).

Nominal Hours: 60
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS4002A  SERVICE TYPE A GAS APPLIANCES
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES
Descriptions: This unit of competency specifies the outcomes required to install, commission and service Type A gas appliances, from the gas isolation valve and electrical isolation switch to the flue spigot on the appliance, in accordance with current and relevant standards. Before satisfying this unit, the candidate requires a restricted electrical licence or equivalent to connect and disconnect appliances in accordance with the requirements of the particular State or Territory.

Nominal Hours: 180
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPGS4003A  INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to install, commission and service Type B gas appliances, from the gas isolation valve and electrical isolation switch to the flue spigot on the appliance, in accordance with current and relevant standards. Before satisfying this unit, the candidate requires a restricted electrical licence or equivalent to connect and disconnect appliances in accordance with the requirements of the particular State or Territory.

Nominal Hours: 138
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPIG3001A  SET OUT, INSTALL AND COMMISSION IRRIGATION SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS4002A - SERVICE TYPE A GAS APPLIANCES
Descriptive: This unit of competency specifies the outcomes required to prepare basic designs and irrigation drawings for domestic and small commercial projects.

Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPIG3002A  INSTALL AND COMMISSION DOMESTIC IRRIGATION PUMPS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS4002A - SERVICE TYPE A GAS APPLIANCES
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES
Descriptive: This unit of competency specifies the outcomes required to install and commission domestic irrigation pumps.

Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPIG2001A  DESIGN DOMESTIC URBAN IRRIGATION SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS4003A - INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES
Descriptive: This unit of competency specifies the outcomes required to assemble mechanical services components for heating and cooling systems prior to their installation.

Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPS2001A  ASSEMBLE MECHANICAL SERVICES COMPONENTS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPGS4003A - INSTALL, COMMISSION AND SERVICE TYPE B GAS APPLIANCES
CPCPGS3003A - INSTALL AND COMMISSION TYPE A GAS APPLIANCES
Descriptive: This unit of competency specifies the outcomes required to assemble mechanical services components for heating and cooling systems prior to their installation.
Required Reading: Australian Standards

CPCPMS3001A FABRICATE AND INSTALL STEEL PRESSURE PIPING

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM2009A - CUT USING OXY-LPG-ACETYLENE EQUIPMENT

Descriptions: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test steel pressure piping that applies to pipe systems with operating pressures not exceeding 1750kPa and 200°C.

Nominal Hours: 50
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3002A SELECT AND FIT INSULATION AND SHEATHING

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install insulating sheathing on hot and cold piping, fittings and vessels. It includes the selection of insulation materials.

Nominal Hours: 8
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3003A INSTALL SMALL BORE HEATING SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install small bore hydronic hot water heating systems.

Nominal Hours: 12
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3004A INSTALL MEDICAL GAS PIPELINE SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPCM3003A - FABRICATE AND INSTALL NON-FERROUS PRESSURE PIPING

Descriptions: This unit of competency specifies the outcomes required to install and test medical gas pipeline systems.

Nominal Hours: 24
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3005A INSTALL AND TEST DUCTING SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and test ducting systems used for ventilation systems, heating and/or cooling systems, and exhaust systems.

Nominal Hours: 12
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3006A INSTALL AIR HANDLING UNITS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and test air heating, cooling and ventilation plenums or enclosures that are fabricated on site.

Nominal Hours: 12
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3007A INSTALL AND TEST SPLIT SYSTEM AIR CONDITIONING

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and test split system air conditioning.

Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3008A INSTALL AIR CONDITIONING CONTROL EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install air conditioning control equipment for the control of pressure, temperature, flow rate, humidity and density.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3009A MAINTAIN MECHANICAL SERVICES EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to perform general maintenance of heating, ventilating and air conditioning systems and associated mechanical equipment (air distribution systems, hydronic systems and control systems).
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS3010A INSTALL AND MAINTAIN EVAPORATIVE AIR COOLING SYSTEMS
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
CPCPMS3005A - INSTALL AND TEST DUCTING SYSTEMS
Descriptions: This unit of competency specifies the outcomes required to install and maintain evaporative air cooling systems.
Nominal Hours: 20
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4001A PLAN, SIZE AND LAY OUT HEATING AND COOLING SYSTEMS
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to plan, size and document the layout of heating and cooling systems for multi-floor structures. It covers preparing for the work, identifying and confirming system specifications and requirements, planning system layout, and work finalisation processes, including records and documentation.
Nominal Hours: 160
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4002A COMMISSION AIR AND WATER SYSTEMS
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to test and commission air and water heating and cooling systems. It covers preparing for the work, determining testing requirements, preparing systems for balancing, and the physical balancing, testing and commissioning of the systems and completion of work finalisation processes, including recording.
Nominal Hours: 132
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPMS4003A DESIGN COMpressed AIR SYSTEMS
Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to design and size compressed air distribution systems and prepare system plans and specifications.
Nominal Hours: 40
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF2002A SELECT AND INSTALL ROOF SHEETING AND WALL CLADDING
Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to select and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.
Nominal Hours: 16
evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF2003A COLLECT AND STORE ROOF WATER

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to determine storage requirements and to plan, prepare and install storage tanks and related piping for the collection and storage of roof water. The unit requires the installation of water storage tanks of at least 1000 litres capacity.
Nominal Hours: 6
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF2004A FABRICATE ROOF COVERINGS FOR CURVED STRUCTURES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to design and fabricate curved industrial roof coverings.
Nominal Hours: 8
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3001A RECEIVE ROOFING MATERIALS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.
Nominal Hours: 4
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3002A FABRICATE AND INSTALL ROOF DRAINAGE COMPONENTS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install roof drainage components and rainwater goods for commercial and residential roof systems.
Nominal Hours: 48
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3003A FABRICATE AND INSTALL EXTERNAL FLASHINGS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to fabricate and install external flashings for roof and ceiling systems.
Nominal Hours: 16
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3004A INSTALL ROOF COMPONENTS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to select and install industrial type roofing components in roofs.
Nominal Hours: 10
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3005A INSTALL ROOF COVERINGS TO CURVED ROOF STRUCTURES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to set out and install roofing to hyperbolic, paraboloid, industrial and barrel vault roof structures.
Nominal Hours: 12
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF3006A  INSTALL COMPOSITE ROOF SYSTEMS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install composite roof systems.
Nominal Hours: 20
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPRF4001A  PLAN, SIZE AND LAY OUT ROOF DRAINAGE SYSTEMS

Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to plan, size and document the layout of components of roof drainage systems.
Nominal Hours: 60
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3001A  PLAN LAYOUT OF A RESIDENTIAL SANITARY PLUMBING SYSTEM

Locations: Sunshine.
Descriptions: This unit of competency specifies the outcomes required to plan the layout of a sanitary plumbing system for residential buildings.
Nominal Hours: 8
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3002A  INSTALL DISCHARGE PIPES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install pipework from soil and wastewater fixtures to a stack or drain.
Nominal Hours: 28

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3003A  FABRICATE AND INSTALL SANITARY STACKS

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to fabricate and install sanitary stacks for soil and waste discharges.
Nominal Hours: 28
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3004A  INSTALL AND FIT OFF SANITARY FIXTURES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install and fit off sanitary fixtures. It applies to the installation of sanitary plumbing, including the connection of discharge pipes to sanitary plumbing and drainage, and installations using soil and water fixtures flushometer services.
Nominal Hours: 20
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN3005A  INSTALL PRE-TREATMENT FACILITIES

Locations: Sunshine.
Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS
Descriptions: This unit of competency specifies the outcomes required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing and drainage system.
Nominal Hours: 8
Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPSN3006A  INSTALL SEWERAGE PUMP SETS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install sewerage pumps, and install and test small bore macerators.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPSN4001A  PLAN, SIZE AND LAY OUT SANITARY PIPEWORK AND FIXTURES

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to plan, size and document the layout of sanitary pipework and fixtures for multi-floor buildings.

Nominal Hours: 50

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3001A  SET OUT AND INSTALL WATER SERVICES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install hot, cold and tempered water services from the water supply to the fixture or points of discharge and storage.

Nominal Hours: 36

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3002A  INSTALL AND ADJUST WATER SERVICE CONTROLS AND DEVICES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install water service controls and mixing devices used to manually control water mix and flow. It includes the basic adjustment and maintenance of correct flow operation for flushing devices, control valves, temperature control devices pumps and appliances, and excludes the commissioning and adjustment of backflow prevention devices and thermostatic mixing valves.

Nominal Hours: 12

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3003A  INSTALL AND COMMISSION WATER HEATING SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install and commission water heaters for domestic and commercial applications.

Nominal Hours: 22

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3004A  INSTALL AND MAINTAIN DOMESTIC WATER TREATMENT EQUIPMENT

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install, test and maintain domestic water softeners, water coolers and water filtering equipment.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3005A  INSTALL WATER PUMP SETS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install water pumps and the installation and testing of a centrifugal pump set.

Nominal Hours: 8

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
CPCPWT3006A  FIT OFF AND COMMISSION HOT AND COLD WATER SERVICES

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to fit off and commission hot and cold water services to appropriate fixtures. It includes the provision for non-drinkable water applications.

Nominal Hours: 16

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3007A  INSTALL WATER SERVICE

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: This unit of competency specifies the outcomes required to install a water supply system from the authorities’ main to the metering device. It does not include the commissioning of backflow prevention devices or arrangements.

Nominal Hours: 10

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT3008A  INSTALL WATER PIPE SYSTEMS

Locations: Sunshine.

Prerequisites: CPCPCM2003A - CARRY OUT OHS REQUIREMENTS

Descriptions: Install water pipe systems

Nominal Hours: 12

CPCPWT3009A  INSTALL WATER PIPE SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT4001A  PLAN, SIZE AND LAY OUT HOT AND COLD WATER SERVICES AND SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to connect irrigation and watering systems from a drinking water supply. It does not include the commissioning of backflow prevention devices or arrangements.

Nominal Hours: 80

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT4002A  COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES

Locations: Sunshine.

Prerequisites: CPCPCM4001A - CARRY OUT WORK BASED RISK CONTROL PROCESSES

Descriptions: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCPWT4003A  COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to test, commission and maintain hot water temperature control devices, including thermostatic mixing valves in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Nominal Hours: 20

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSUS4001A   IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to effectively analyse, implement and monitor environmentally sustainable work practices and their effectiveness on a work site, including contributing to consumer environmental efficiency.

Nominal Hours: 40

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCSUS5001A   DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to develop and implement policies and procedures to continuously support resource efficiency and environmentally sustainable work practices.

Nominal Hours: 50

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPPDSM5022A   IMPLEMENT ASSET MANAGEMENT PLAN

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to plan for the management of assets. It requires the ability to implement effective strategies to manage the operational, resource and maintenance needs of assets and to review and evaluate these strategies. The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stack and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Nominal Hours: 25

Required Reading: Australian Standards Building Code of Australia ABCB

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAA5151B   GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

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

Descriptions: This unit defines the competency required to identify, analyse and document business requirements.

Nominal Hours: 30

Required Reading: -

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

ICAB5159B   BUILD A SECURITY SHIELD FOR A NETWORK

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

Descriptions: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).

Nominal Hours: 40

Required Reading: -

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

ICAD3218B   CREATE USER DOCUMENTATION

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

Descriptions: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.

Nominal Hours: 20

Required Reading: -

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

ICAU1204B   LOCATE AND USE RELEVANT ONLINE INFORMATION

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

Descriptions: This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.

Nominal Hours: 20

Required Reading: -

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

ICAA5150B   EVALUATE VENDOR PRODUCTS AND EQUIPMENT

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

Descriptions: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
ICAW4027B RELATE TO CLIENTS ON A BUSINESS LEVEL
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

LGAPLEM502A APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT
Locations: Newport, Sunshine.
Descriptions: Identify and gather data on the application of ecologically sustainable development principles to the built environment; Develop strategies for the application of ecologically sustainable development principles to the built environment; Develop a plan to apply ecologically sustainable development principles to the built environment; Monitor and review strategies for the application of ecologically sustainable development principles to the built environment.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0001B FOLLOW SAFE WORKING POLICIES AND PRACTICES
Locations: Newport.
Descriptions: This unit covers the essential activities required to satisfy safe work practices within the furnishing industry. It incorporates and expands upon WorkSafe Australia Guidelines (NOHSC-A).
Nominal Hours: 40
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFCR0002A COMMUNICATE IN THE WORKPLACE
Locations: Newport, Sunshine.
Descriptions: Gather, convey and receive information and ideas; Draft routine correspondence.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFCR0002B COMMUNICATE IN THE WORKPLACE
Locations: Newport.
Descriptions: This unit covers the skills and knowledge required to communicate in a furnishing industry workplace. It covers the activities of gathering, conveying and receiving information together with completing routine written correspondence. This unit encompasses the requirements of Business Services Australia Unit BSBCM0203A within a furnishing industry context.
Nominal Hours: 20
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

LMFCR0003B CARRY OUT MEASUREMENTS AND CALCULATIONS
Locations: Newport.
Descriptions: This unit covers the competency to accurately complete measurements and calculations of materials relevant to the work requirements.
Nominal Hours: 20
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFCR0004A WORK EFFECTIVELY WITH OTHERS
Locations: Newport, Sunshine.
Descriptions: Develop effective workplace relationships; Contribute to workgroup activities.
Nominal Hours: 15
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
LMFCR0004B  WORK EFFECTIVELY WITH OTHERS
Locations: Newport.
Descriptions: This unit covers the competency required to work in a group environment requiring group commitment and cooperation and support of other group members. This unit encompasses the requirements of Business Services Australia Unit BSBCMN204A within a furnishing industry context.
Nominal Hours: 15
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2001B  USE FURNITURE FINISHING SECTOR HAND AND POWER TOOLS
Locations: Newport.
Descriptions: This unit covers the competency to use hand and power tools, and basic static machines, in applications relating to the furniture finishing sector of the furnishing industry.
Nominal Hours: 48
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

LMFF2004B  PREPARE SURFACES FOR FINISHING
Locations: Newport.
Descriptions: This unit covers the competency to prepare surfaces for the application of surface coatings by hand or machine.
Nominal Hours: 24
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFF2006B  APPLY SURFACE COATINGS BY SPRAY GUN
Locations: Newport.
Descriptions: This unit covers the competency to apply surface coatings by hand-held spray gun.
Nominal Hours: 60
Required Reading: VU Produced Workbooks VU VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM1001B  CONSTRUCT A BASIC TIMBER FURNISHING PRODUCT
Locations: Newport.
Descriptions: This unit covers the competency to construct, assemble and finish a basic timber furnishing product
Nominal Hours: 100
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2001A  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS
Locations: Newport, Sunshine.
Descriptions: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Use power tools; Clean up work area and tools.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2001B  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS
Locations: Newport.
Descriptions: This unit covers the competency to use hand and power tools in applications relating to the furniture making sector of the furnishing industry.
Nominal Hours: 48
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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LMFFM2002A  ASSEMBLE FURNISHING COMPONENTS
Locations: Newport, Sunshine.
Descriptions: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2002B  ASSEMBLE FURNISHING COMPONENTS
Locations: Newport.
Descriptions: This unit covers the competency to assemble timber components to produce furniture frames or furniture
Nominal Hours: 20
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

LMFFM2003B  SELECT AND APPLY HARDWARE
Locations: Newport.
Descriptions: This unit covers the competency to select and apply hardware to new and refurbished furniture
Nominal Hours: 16
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2004A  APPLY SHEET LAMINATES BY HAND
Locations: Newport, Sunshine.
Descriptions: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2004B  APPLY SHEET LAMINATES BY HAND
Locations: Newport.
Descriptions: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes
Nominal Hours: 8
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2005A  JOIN SOLID TIMBER
Locations: Newport, Sunshine.
Descriptions: Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.
Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM2005B  JOIN SOLID TIMBER
Locations: Newport.
Descriptions: This unit covers the competency to join solid timber required for the manufacture of solid timber flat surfaces
Nominal Hours: 8
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2006A  HAND MAKE TIMBER JOINTS
Locations: Newport, Sunshine.
Descriptions: Plan and prepare for work; Make joint; Complete housekeeping.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
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LMFFM2006B  HAND MAKE TIMBER JOINTS
Locations: Newport.
Descriptions: This unit covers the competency required to join timber by constructing joints using hand and portable power tools.
Nominal Hours: 40
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM2007B  FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE
Locations: Newport.
Descriptions: This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.
Nominal Hours: 16
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

LMFFM2010B  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES
Locations: Newport.
Descriptions: This unit covers the competency to operate and maintain basic static machines used for sawing, planing, sanding and drilling in the production of furniture.
Nominal Hours: 56
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

LMFFM3002B  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD
Locations: Newport.
Descriptions: This unit covers the competency to follow plans to construct and assemble furniture using leg and rail construction.
Nominal Hours: 64
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
LMFFM3003A  PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD

Locations: Newport, Sunshine.
Descriptions: Prepare for work; Complete construction; Finalise operation.
Nominal Hours: 64
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM3003B  PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD

Locations: Newport.
Descriptions: This unit covers the competency to construct and assemble furniture using angled and curved construction methods.
Nominal Hours: 64
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3004A  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER

Locations: Newport, Sunshine.
Descriptions: This unit covers the competency to construct and assemble furniture using angular construction methods.
Nominal Hours: 64
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM3004B  PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER

Locations: Newport.
Descriptions: This unit covers the competency to construct and assemble furniture using angular construction methods.
Nominal Hours: 64
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3005A  FABRICATE CUSTOM FURNITURE

Locations: Newport, Sunshine.
Descriptions: Prepare for work; Complete construction; Assemble custom furniture; Clean work area and maintain equipment.
Nominal Hours: 64
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFFM3005B  FABRICATE CUSTOM FURNITURE

Locations: Newport.
Descriptions: This unit covers the competency to plan, construct and assemble custom furniture in response to specific orders and job requests
Nominal Hours: 64
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3006A  INSTALL FURNISHING PRODUCTS

Locations: Newport, Sunshine.
Descriptions: Prepare the work; Complete installation; Finalise operation clean work site.
Nominal Hours: 24
Required Reading: -
Assessment:
One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

LMFFM3006B  INSTALL FURNISHING PRODUCTS

Locations: Newport.
Descriptions: This unit applies to employees engaged in the installation of furnishing products to a given plan
Nominal Hours: 24
Required Reading: VU produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
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LMFFM3007B  PREPARE AND APPLY DECORATIVE SURFACES FOR FURNITURE

Locations: Newport.

Descriptions: This unit covers the competency to prepare, construct and apply veneers and inlays

Nominal Hours: 24

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3010B  SELECT TIMBERS FOR FURNITURE PRODUCTION

Locations: Newport.

Descriptions: This unit covers the competency required to select timbers for use in production by applying knowledge of timber technology

Nominal Hours: 8

Required Reading: VU produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3011A  PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS

Locations: Newport, Sunshine.

Descriptions: Identify object to be drawn; Establish drawing criteria and limitations; Quantify and draft initial drawing; Complete drawing.

Nominal Hours: 60

Required Reading: -

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

LMFFM3012A  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION

Locations: Newport, Sunshine.

Descriptions: Read plans and job specifications; Prepare cutting lists; Read and interpret cutting lists.

Nominal Hours: 16

Required Reading: -

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

LMFFM3012B  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION

Locations: Newport.

Descriptions: This unit applies to employees required to read plans and job specifications, and to prepare cutting lists and processing data for subsequent processing operations

Nominal Hours: 16

Required Reading: VU produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3013A  MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCT

Locations: Newport.

Descriptions: This unit covers the competency to measure and record site layout details to provide an accurate basis for both manufacture and installation of furniture products.

Nominal Hours: 16

Required Reading: -

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3013B  MEASURE AND DRAW SITE LAYOUT FOR MANUFACTURED FURNITURE PRODUCTS

Locations: Newport.

Descriptions: This unit covers the competency to measure and record site layout details to provide an accurate basis for both manufacture and installation of furniture products.

Nominal Hours: 16

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
### LMFFM3020A SET UP, OPERATE AND MAINTAIN SAWING MACHINES

**Locations:** Newport, Sunshine.

**Descriptions:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Nominal Hours:** 24

**Required Reading:** VU produced Workbooks VU

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

### LMFFM3020B SET UP, OPERATE AND MAINTAIN SAWING MACHINES

**Locations:** Newport.

**Descriptions:** This unit covers the competency to set up, operate and maintain sawing machines using their full technical potential and capacities. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines

**Nominal Hours:** 24

**Required Reading:** VU produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES

**Locations:** Newport, Sunshine.

**Descriptions:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Nominal Hours:** 24

**Required Reading:** VU produced Workbooks VU

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

### LMFFM3021B SET UP, OPERATE AND MAINTAIN DRILLING MACHINES

**Locations:** Newport.

**Descriptions:** This unit covers the competency to set up, operate and maintain drilling machines using their full technical potential and capacities. It encompasses and builds on the drilling machines and tasks covered in unit LMFFM2010A Set up, operate and maintain basic static machines

**Nominal Hours:** 24

**Required Reading:** VU produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### LMFFM3022A SET UP, OPERATE AND MAINTAIN JOINING MACHINES

**Locations:** Newport, Sunshine.

**Descriptions:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Nominal Hours:** 52

**Required Reading:** VU produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### LMFFM3022B SET UP, OPERATE AND MAINTAIN JOINING MACHINES

**Locations:** Newport.

**Descriptions:** This unit covers the competency to set up, operate and maintain joining machines using their full potential and capacities in the production of furniture

**Nominal Hours:** 52

**Required Reading:** VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

### LMFFM3023A SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES

**Locations:** Newport.

**Descriptions:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Nominal Hours:** 40

**Required Reading:** -

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

### LMFFM3023B SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES

**Locations:** Newport.

**Descriptions:** This unit covers the competency to set up, operate and maintain planing and finishing machines using their full potential and capacities in the production of furniture. It encompasses and builds on the machines and tasks covered in unit LMFFM2010A, Set up, operate and maintain basic static machines

**Nominal Hours:** 40

**Required Reading:** VU produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
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LMFFM3025A  SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES

Locations: Newport, Sunshine.

Descriptions: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

Nominal Hours: 60

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3025B  SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain routing and shaping machines using their full potential and capacities in the production of furniture.

Nominal Hours: 60

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3027B  SET UP, OPERATE AND MAINTAIN AUTOMATED EDGE BANDING MACHINES

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain edge banding machines which use automated processes to apply and finish edge treatments.

Nominal Hours: 60

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3028A  FABRICATE SYNTHETIC SOLID SURFACE PRODUCTS

Locations: Newport.

Descriptions: This unit covers the competency to fabricate synthetic solid surface furniture and furnishing products.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3030A  SET UP AND OPERATE CNC SIZING MACHINES

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain CNC sizing machines to produce furniture or components.

Nominal Hours: 60

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3030B  SET UP, OPERATE AND MAINTAIN CNC SIZING MACHINES

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain CNC sizing machines to produce furniture or components.

Nominal Hours: 60

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3031A  SET UP AND OPERATE CNC MACHINE AND PROCESS CENTRE

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain CNC machining and processing centres to produce furniture or components.

Nominal Hours: 80

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3031B  SET UP, OPERATE AND MAINTAIN CNC MACHINING AND PROCESSING CENTRES

Locations: Newport.

Descriptions: This unit covers the competency to set up, operate and maintain CNC machining and processing centres to produce furniture or components.

Nominal Hours: 80

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
LMFFM3032B PRODUCE AND MAINTAIN CUTTING TOOLS
Locations: Newport.
Descriptions: This unit covers the competency to select and machine materials, to produce and maintain profile knives, and to maintain router cutters, straight knives and profile cutter heads used in woodworking machinery
Nominal Hours: 40
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFM3033B CONSTRUCT JIGS AND FIXTURES
Locations: Newport.
Descriptions: This unit covers the competency to prepare and construct jigs and fixtures to produce furniture components
Nominal Hours: 40
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFT4009B MATCH FURNISHING STYLE/MATERIALS TO CUSTOMER REQUIREMENTS
Locations: Newport.
Descriptions: This unit addresses the competency to assess customer requirements, to analyse all available and practical options and to match furnishing style/materials to customer requirements.
Nominal Hours: 24
Required Reading: VU Produced Workbooks VU VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFFT4010A IDENTIFY AND CALCULATE PRODUCTION COSTS
Locations: Newport, Sunshine.
Descriptions: Gather information; Estimate materials and labour; Determine/calculate overheads; Calculate costs; Document details and verify where necessary.
Nominal Hours: 36
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

LMFGG1001A COMPLETE A BASIC GLASS AND GLAZING PROJECT
Locations: Newport.
Descriptions: This unit covers the competency to prepare, fabricate and assemble a basic glass and glazing project.
Nominal Hours: 100
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFGG2002B APPLY FIRST AID
Locations: Sunshine.
Descriptions: This unit covers the competency to identify the need for and the application of First Aid until the arrival of medically qualified personnel or the evacuation of the patient.
Nominal Hours: 8
Required Reading: VU Produced Work Books VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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

This qualification is only being offered at this stage as part of a national contract to assess for skills shortage workers applying for immigration to Australia. Practical assessment of this qualification is conducted currently in five countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

LMFGG3015A FABRICATE AND INSTALL SHOWER SCREENS AND WARDROBE DOORS
Locations: Newport.
Descriptions: This unit addresses the knowledge and skills required to plan, fabricate and install shower screens and wardrobe doors.
Nominal Hours: 24
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFGN2002B MOVE AND STORE MATERIALS AND PRODUCTS**

**Locations:** Newport.

**Descriptions:** This unit covers the competency to move, store and to record raw materials, goods and finished products.

**Nominal Hours:** 16

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**Required Reading:** VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFGN3001A READ AND INTERPRET WORK DOCUMENTS**

**Locations:** Newport, Sunshine.

**Descriptions:** Identify document type and purpose; Read and interpret the document; Plan own work sequence; Maintain document files.

**Nominal Hours:** 24

**Required Reading:** -

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

**LMFGN3001B READ AND INTERPRET WORK DOCUMENTS**

**Locations:** Newport.

**Descriptions:** This unit covers the competency to interpret work documents including cutting lists, standards, drawings and specifications to produce or repair furnishings and to install floor coverings, glass and other furnishing items.

**Nominal Hours:** 24

**Required Reading:** VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFGN3002B ESTIMATE AND COST JOB**

**Locations:** Newport.

**Descriptions:** This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.

**Nominal Hours:** 16

**Required Reading:** VU Produced Workbooks

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**Required Reading:** VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFGN3033A CONSTRUCT JIGS AND FIXTURES**

**Locations:** Newport, Sunshine.

**Descriptions:** This unit gives the student the knowledge and skills to construct jigs and fixtures.

**Nominal Hours:** 40

**Required Reading:** -

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

**LMFKB2001A PREPARE FOR CABINET INSTALLATION**

**Locations:** Newport.

**Descriptions:** This unit covers the skills and knowledge required to prepare a site and confirm completeness of cabinets and components required for installation. It requires checking of job information and identifying quality issues.

**Nominal Hours:** 12

**Required Reading:** VU Produced Workbooks VU VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**LMFKB3001A IDENTIFY PROCESSES IN KITCHEN AND BATHROOM PROJECTS**

**Locations:** Newport.

**Descriptions:** This unit covers the skills and knowledge required to identify the processes used in new and renovated kitchen and bathroom projects. This includes key stages, service providers and quality elements that typically characterise a project concerned with the development of kitchens and bathrooms.

**Nominal Hours:** 80

**Required Reading:** VU Produced Workbooks VU VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
LMFKB3002A  DETERMINE REQUIREMENTS FOR INSTALLATION OF CABINETS

Locations: Newport.

Descriptions: This unit covers the skills and knowledge required to assess a site, including walls, floors, appliances, services and other structural components to determine implications and modifications required for location and installation of cabinets.

Nominal Hours: 46

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3003A  CHECK AND MEASURE FIT OF CABINETS

Locations: Newport.

Descriptions: This unit covers the skills and knowledge required to take measurements on-site and check cabinetry to ensure accurate fit. It requires assessment of levels and squareness of walls and floors and other structural components to determine adjustments required on cabinets to ensure exact fit.

Nominal Hours: 20

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3004A  CONDUCT ON-SITE ADJUSTMENTS TO CABINETS AND COMPONENTS

Locations: Newport.

Descriptions: This unit covers the skills and knowledge to examine required cabinet adjustments, select appropriate techniques and make adjustments to pre-made cabinets in order to achieve accurate fit at site of installation. It includes conducting measurements to check accuracy of adjustments made.

Nominal Hours: 16

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3005A  FABRICATE CABINETS FOR THE BUILT-IN ENVIRONMENT

Locations: Newport.

Descriptions: This unit covers the skills and knowledge required to plan production processes and construct and assemble components to fabricate cabinets that meet predetermined specifications. It includes use of materials and processes typically applied within a cabinet manufacturing environment.

Nominal Hours: 80

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

LMFKB3006A  INSTALL FITTED CABINETS AND COMPONENTS

Locations: Newport.

Descriptions: This unit covers the skills and knowledge required to install cabinets according to specifications and design plans, including the application of selected components to achieve a quality finish. This unit requires an ability to access and apply information and instruction for the use of components and cabinet products.

Nominal Hours: 35

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10009B  INSTALL REFRIGERATION AND AIR CONDITIONING PLANT/EQUIPMENT

Locations: Sunshine.

Descriptions: This unit covers installing refrigeration/air conditioning systems in commercial, industrial, marine and transport applications.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM10010B  INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES

Locations: Sunshine.

Descriptions: This unit covers planning, preparing and installing pipework and assemblies.

Nominal Hours: 40

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM11. 10B OPERATE MOBILE LOAD SHIFTING EQUIPMENT

Locations: Newport, Sunshine.

Descriptions: This unit covers operating mobile load shifting equipment, including moving and placing loads.

Nominal Hours: 40
MEM11.11B  UNDERTAKE MANUAL HANDLING  
Locations: Newport, Sunshine.  
Descriptions: This unit covers lifting and moving materials manually.  
Nominal Hours: 20  
Required Reading: -  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM13.3B  WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS  
Descriptions: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.  
Nominal Hours: 20  
Required Reading: -  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MEM18.1C  USE HAND TOOLS  
Descriptions: This unit covers using a range of hand tools for a variety of general engineering applications.  
Nominal Hours: 20  
Required Reading: -  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

MEM18055B  DISMANTLE, REPLACE AND ASSEMBLE ENGINE COMPONENTS  
Locations: Sunshine.  
Descriptions: This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.  
Nominal Hours: 30  
Required Reading: VU Produced Workbooks  
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM18086B  TEST, RECOVER, EVACUATE AND CHARGE REFRIGERATION SYSTEMS  
Locations: Sunshine.  
Descriptions: This unit covers testing, recovering, evacuating and charging refrigeration systems to achieve performance specification.  
Nominal Hours: 40  
Required Reading: Australian Standards  
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MEM2.5C  MEASURE WITH GRADUATED DEVICES  
Locations: Newport, Sunshine.  
Descriptions: Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.  
Nominal Hours: 20  
Required Reading: -  
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.  
This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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

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

Nominal Hours: 20

Required Reading:

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

MEM5. 5B PERFORM ROUTINE GAS METAL ARC WELDING

Locations: Newport, Sunshine.

Descriptions: This unit covers preparing materials and routine gas metal arc welding (GMAW).

Nominal Hours: 20

Required Reading:

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

MEM5. 5B CARRY OUT MECHANICAL CUTTING

Locations: Newport, Sunshine.

Descriptions: This unit covers setting up and operating a range of mechanical cutting and holing equipment.

Nominal Hours: 20

Required Reading:

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

MEM5. 7C MANUAL HEATING AND THERMAL CUTTING

Locations: Newport, Sunshine.

Descriptions: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.

Nominal Hours: 20

Required Reading:

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

MEM5. 10B RESPOND TO BOATING EMERGENCIES AND INCIDENTS

Locations: Newport, Sunshine.

Descriptions: This unit covers dealing with boating emergencies and incidents including the use of safety equipment and the provision of assistance to others in distress. It also includes raising alarms and dealing with on-board emergencies. This unit was developed by the National Marine Safety Committee (NMSC).

Nominal Hours: 40

Required Reading:

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

MEM50. 1B CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES

Locations: Newport, Sunshine.

Descriptions: This unit covers recognising vessel features, fittings and fixtures; correctly identifying power and transmission systems; describing system operating purpose; and using appropriate terminology.
Nominal Hours: 60
Required Reading: -

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

**MEM50. 2B WORK SAFELY ON MARINE CRAFT**

Locations: Newport, Sunshine.

Descriptions: This unit covers identifying risks and safely working on and moving around vessels - for sales, service or repair - on and out of the water

Nominal Hours: 10
Required Reading: -

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

**MEM50. 3B FOLLOW WORK PROCEDURES TO MAINTAIN THE MARINE ENVIRONMENT**

Locations: Newport, Sunshine.

Descriptions: This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.

Nominal Hours: 10
Required Reading: -

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

**MEM50. 4B MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES**

Locations: Newport, Sunshine.

Descriptions: This unit covers workers in the industry controlling pollution through the limitation, capture and disposal of pollutants in the marine environment.

Nominal Hours: 10
Required Reading: -

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

**MEM50. 5B REFUEL VESSELS**

Locations: Newport, Sunshine.

Descriptions: This unit covers refuelling vessels and appliances.

Nominal Hours: 40
Required Reading: -

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

**MEM50. 6B CHECK OPERATIONAL CAPABILITY OF MARINE CRAFT**

Locations: Newport, Sunshine.

Descriptions: This unit covers conducting basic checks on the operational condition of vessels in or out of the water.

Nominal Hours: 40
Required Reading: -

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

**MEM50. 7B CHECK OPERATIONAL CAPABILITY OF SAILS AND SAIL OPERATING EQUIPMENT**

Locations: Newport, Sunshine.

Descriptions: This unit covers conducting basic checks on vessel sail systems.

Nominal Hours: 20
Required Reading: -

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

**MEM50. 8B CARRY OUT TRIP PREPARATION AND PLANNING**

Locations: Newport, Sunshine.

Descriptions: This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).

Nominal Hours: 40
Required Reading: -

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

**MEM50. 9B SAFELY OPERATE A POWERED RECREATIONAL BOAT**

Locations: Newport, Sunshine.

Descriptions: This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manoeuvring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).

Nominal Hours: 20
Required Reading: -

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

**MEM9. 2B INTERPRET TECHNICAL DRAWING**

Locations: Newport, Sunshine.

Descriptions: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.

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

**MSACMT271A USE SUSTAINABLE ENVIRONMENTAL PRACTICES**

Locations: Newport.

Descriptions: This unit covers the knowledge and skills needed to use and make improvements in sustainable environmental practices in production, maintenance and logistics.

Nominal Hours: 30

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSAPMSUP102A COMMUNICATE IN THE WORKPLACE**

Locations: Newport.

Descriptions: This unit of competency covers receiving, relaying and recording written and oral messages and providing relevant information in response to requests, within time lines.

Nominal Hours: 20

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MSAPMSUP106A WORK IN A TEAM**

Locations: Newport.

Descriptions: This competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.

Nominal Hours: 40

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP101A INVESTIGATE SUSTAINABLE WATER CYCLE MANAGEMENT**

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to understand the water cycle, sustainable water usage and the testing of water quality. The ability to understand the link between the services and systems of the water organisation and supply to, and usage by, the consumer is essential to performance.

Nominal Hours: 30

Required Reading: VU Produced Learning Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP102A DESIGN A BASIC WATER SYSTEM MODEL**

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to explore and apply the characteristics of basic water and wastewater systems to a system model. This includes understanding the characteristics of simple water and wastewater systems, together with the application of scientific principles to the development of a working water system model.

Nominal Hours: 30

Required Reading: VU Produced Learning Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP103A DEMONSTRATE CARE AND SAFE PRACTICES**

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to understand, apply and satisfy safe practices in a work-like context. It includes identifying and following procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness in work activities, and reporting hazards and risks in appropriate ways. It may apply to general OHS requirements and specific workplace policies and procedures.

Nominal Hours: 20

Required Reading: VU Produced Learning Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**NWP104A SAMPLE AND TEST WATER SOURCES AND QUALITY**

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to collect and prepare water samples and perform water flow and quality tests according to specified standards and parameters relevant to water quality standards.

Nominal Hours: 40

Required Reading: VU Produced Learning Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
NWP105A DRAW AND USE SIMPLE MAPS, PLANS AND DRAWINGS

Locations: Sunshine.

Descriptions: This unit of competency describes the outcomes required to read and interpret maps, plans and drawings and prepare a simple map or plan. Training and assessment against this unit of competency must incorporate relevant OHS and related legislative requirements.

Nominal Hours: 20

Required Reading: VU Produced Learning Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RIG2004A OPERATE SMALL PLANT AND EQUIPMENT

Locations: Newport.

Descriptions: This unit cover the skills and knowledge to operate a range of small plant and equipment commonly employed in resources and infrastructure activities and work sites. It includes the selection of the most commonly used equipment, the planning and preparation for work, the conduct of checks, the use of the plant and/or equipment and the post operational maintenance and clean up.

Nominal Hours: 24

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTE3605A TROUBLESHOOT IRRIGATION SYSTEMS

Locations: Sunshine.

Descriptions: This competency standard covers the process of troubleshooting faults and blockages in irrigation systems. It requires the ability to read and apply system specifications, technical manuals and supply/spare parts inventories, operate, maintain and repair irrigation systems, and record and report maintenance activities. Troubleshooting faults and blockages in irrigation systems requires knowledge of characteristics and operation of replaceable components of irrigation systems, system malfunctions and their likely causes, isolation procedures and OHS and environmental guidelines.

Nominal Hours: 50

Required Reading: Australian Standards

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Locations: Newport, Sunshine.

Descriptions: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.

Nominal Hours: 40

Required Reading: -

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

VBM976 PRODUCE A BASIC SIGN

Locations: Newport, Sunshine.

Descriptions: Plan and prepare work; Apply materials to layout; Clean up.

Nominal Hours: 76

Required Reading: -

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

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

Locations: Newport, Sunshine.

Descriptions: Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.

Nominal Hours: 16

Required Reading: -

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

VBM986 WORKPLACE DOCUMENTS AND PLANS

Locations: Newport, Sunshine.

Descriptions: Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.

Nominal Hours: 20

Required Reading: -

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

VBM987 CAREER STUDIES
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Locations</th>
<th>Description</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>VBM988</td>
<td>WORKPLACE SAFETY</td>
<td>Newport, Sunshine</td>
<td>Use appropriate terminology related to workplace safety; Minimise the OH&amp;S hazards associated with the trade sector; ...</td>
<td>40</td>
<td>-</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.</td>
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<tr>
<td>VBM989</td>
<td>BUILDING STRUCTURES</td>
<td>Newport, Sunshine</td>
<td>Use appropriate technology related to construction activities; Define different components of a building structure; ...</td>
<td>8</td>
<td>-</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.</td>
</tr>
<tr>
<td>VBM990</td>
<td>LEVELLING</td>
<td>Newport, Sunshine</td>
<td>Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.</td>
<td>8</td>
<td>-</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.</td>
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<tr>
<td>VBM997</td>
<td>CONCRETE TECHNOLOGY</td>
<td>Newport, Sunshine</td>
<td>Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.</td>
<td>20</td>
<td>-</td>
<td>One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.</td>
</tr>
</tbody>
</table>
VBN695  DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the knowledge and skills necessary to sketch drawings and draft basic plans used in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 12
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN696  SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge necessary to safely operate and maintain small plant and portable power tools used in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 48
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN697  FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge required to form basic setouts and determine quantities within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN698  HAND TOOLS FOR JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge necessary to use and maintain hand tools in the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 90
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN699  STATIC MACHINES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge to set up and use static machinery under supervision within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN700  JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge necessary to engage in construction work processes within the joinery/shopfitting/stairbuilding industry.
Nominal Hours: 120
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN701  DOOR AND WINDOW CONSTRUCTION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge required to construct basic doors and windows.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN702  ALUMINIUM FABRICATION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge to identify, prepare and fabricate aluminium extrusions.
Nominal Hours: 24
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN703  SHOPFITTING DISPLAY UNITS
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge to construct display units as relevant to the shopfitting industry.
Nominal Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN704 TIMBER STAIR CONSTRUCTION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills and knowledge necessary to construct and assemble basic timber stairs.
Nominal Hours: 48
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN987 PLUMBING INDUSTRY INDUCTION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the student with skills, ability and knowledge to enable them to confidently embark on a career in the bricklaying, carpentry or painting and decoration trades.
Nominal Hours: 64
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN988 HAND AND POWER TOOLS IN THE PLUMBING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge necessary to use and maintain hand and power tools in the plumbing industry.
Nominal Hours: 72
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN989 TECHNICAL DRAWING AND PLAN DEVELOPMENT FOR PLUMBING
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge necessary to read, interpret and develop technical drawings and plans related to the plumbing industry and to mark out materials for plumbing applications.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN990 PLUMBING FIXTURES, FITTINGS AND APPLIANCES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge to identify and classify fixtures, controls and appliances in plumbing applications.
Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN991 TUBES AND PIPES IN PLUMBING
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge to fabricate and assemble drainage, gas and water tube and pipe systems for plumbing installations.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN992 INTRODUCTION TO WELDING AND CUTTING IN THE PLUMBING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge to apply basic welding and cutting techniques safely in the plumbing industry.
Nominal Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN993 CUT AND FLASH PENETRATIONS
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge required to cut holes in materials and flash penetrations in plumbing applications.
Nominal Hours: 16
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN994 FIXING APPLICATIONS FOR THE PLUMBING INDUSTRY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge required to apply fixing techniques in plumbing applications.
Nominal Hours: 8
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBN995  SHEETMETAL PRACTICES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with skills and knowledge necessary to cut, fold, join and seal various metals and metal forms using appropriate techniques.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBP521  WALL AND FLOOR TILING HAND AND POWER TOOLS
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Descriptions: The purpose of this module is to provide the student with the skills and knowledge necessary to select, maintain and apply hand and power tools and equipment used in the wall and floor tiling industry.
Nominal Hours: 40
Required Reading: Australian Standards Manufacturers Material and Application Specifications
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP522  TITLING SUBSTRATES
Locations: Newport.
Prerequisites: VBP521 - WALL AND FLOOR TILING HAND AND POWER TOOLS
Descriptions: The purpose of this module is to provide the student with the skills and knowledge necessary to prepare substrates to receive wall or floor tiles.
Nominal Hours: 48
Required Reading: Australian Standards Manufacturers Material and Application Specifications
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP523  TILING ADHESIVES
Locations: Newport.
Prerequisites: VBP522 - TITLING SUBSTRATES
Descriptions: The purpose of this module is to provide the student with the skills and knowledge necessary to identify, select and apply wall and floor adhesives.
Nominal Hours: 96
Required Reading: Australian Standards Manufacturers Material and Application Specifications
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP524  WALL TILING
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Descriptions: The purpose of this module is to provide the student with the skills and knowledge necessary to install wall tiles to substrates.
Nominal Hours: 128
Required Reading: Australian Standards Manufacturers Material and Application Specifications
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBP525  FLOOR TILING
Locations: Newport.
Prerequisites: VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Descriptions: The purpose of this module is to provide the student with the skills and knowledge necessary to install floor tiles to substrates.
Nominal Hours: 128
Required Reading: Australian Standards Manufacturers Material and Application Specifications
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM697  WORKPLACE SAFETY AND INDUSTRY INDUCTION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.
Nominal Hours: 34
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM698  WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to introduce the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect.
Nominal Hours: 16
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM699 BASIC FIRST AID**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the skills, ability and knowledge to render basic first aid support to injured people.

**Nominal Hours:** 8

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM700 BUILDING STRUCTURES**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry.

**Nominal Hours:** 8

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM702 CAREER STUDIES**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.

**Nominal Hours:** 16

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the knowledge and skills to effectively communicate in the building and construction industry at a simple, routine and predictable level.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM704 INTRODUCTION TO SCAFFOLDING**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the skills, ability and knowledge to understand the safe erection, use and disassembly of restricted height scaffolding.

**Nominal Hours:** 24

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM705 LEVELLING**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the skills, ability and knowledge to select and apply levelling in the building industry.

**Nominal Hours:** 8

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

**VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine.

**Descriptions:** The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry.

**Nominal Hours:** 8

**Required Reading:** -

**Assessment:** The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.
VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools.

Nominal Hours: 16
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM708 WORKPLACE DOCUMENTS AND PLANS
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans.

Nominal Hours: 20
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM709 BRICKLAYING HAND TOOLS
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the bricklaying sector of the building and construction industry.

Nominal Hours: 60
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM710 BRICKLAYING BASIC SKILLS
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply basic bricklaying skills. This module also includes an appreciation of the principles of concrete.

Nominal Hours: 126
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick veneer construction principles.

Nominal Hours: 100
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick cavity construction principles.

Nominal Hours: 100
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM713 MASONRY BLOCKWORK
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply masonry blockwork construction principles. (Excludes the practical application of reinforced concrete masonry bondbeams.)

Nominal Hours: 50
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM714 CARPENTRY HAND TOOLS
Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply hand tools and equipment used in the carpentry sector of the building and construction industry.

Nominal Hours: 80
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM715 CARPENTRY POWER TOOLS**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building construction industry.

Nominal Hours: 64

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM719 ROOF FRAMING**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roof framing.

Nominal Hours: 40

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM716 BASIC SETTING OUT**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building.

Nominal Hours: 24

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM720 EXTERNAL CLADDING**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding.

Nominal Hours: 24

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM717 SUB-FLOOR FRAMING**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct subfloor framing.

Nominal Hours: 36

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to install window and door frames.

Nominal Hours: 24

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

**VBQM718 WALL FRAMING**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wall framing.

Nominal Hours: 48

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

**VBQM722 INTERIOR FIXING**

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to install interior fixing.

Nominal Hours: 40

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
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The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM723 INTRODUCTION TO DEMOLITION

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to demolish internal structures.

Nominal Hours: 16

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM724 FORMWORK FOR CONCRETING

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct formwork for concreting.

Nominal Hours: 40

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.

VBQM725 PAINTING AND DECORATING HAND TOOLS

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the painting and decorating sector of the building and construction industry.

Nominal Hours: 40

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

VBQM726 SURFACE PREPARATION

Locations: Newport, Sunshine.

Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to prepare surfaces in the painting and decorating industry.

Nominal Hours: 80

Required Reading: -

Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.

The assessment will include oral or written questioning related to underpinning knowledge and the demonstration of practical skills.
VBQM727  PAINT PRINCIPLES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the ability and knowledge to discuss the principles of paint.
Nominal Hours: 12
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM728 COLOUR THEORY AND PRACTICE
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply colour mixing principles.
Nominal Hours: 32
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM729 PAINT APPLICATION
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply both oil and water-based paints.
Nominal Hours: 140
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM730 TIMBER STAINING AND CLEAR FINISHING PRINCIPLES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timber staining, finishing and preservation.
Nominal Hours: 40
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM731 PROTECTIVE METAL COATINGS
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply protective metal coatings.
Nominal Hours: 40
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM732 SPRAY PAINTING
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply surface coatings using spray painting equipment.
Nominal Hours: 32
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VBQM733 PAPERHANGING PRINCIPLES
Locations: Newport, Sunshine.
Descriptions: The purpose of this module is to provide the participant with the skills, ability and knowledge to hand wallpaper.
Nominal Hours: 20
Required Reading: -
Assessment: The assessment will include oral or written questioning related to underpinning knowledge or the demonstration of practical skills.
The assessment will include oral or written questioning related to underpinning knowledge and the demonstration or practical skills.

VPAU382 INSTALL CEILING INSULATION
Locations: Newport, Sunshine.
Descriptions: This unit of competency specifies the outcomes required to install thermal ceiling insulation products to comply with manufacturer and job specifications.
Nominal Hours: 12
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work-based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU535 USE SIGN INDUSTRY TOOLS, PLANT AND EQUIPMENT
Locations: Sunshine.
Prerequisites: CPCCCM1005A - CARRY OUT MEASUREMENTS AND CALCULATIONS
CPCCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY
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VPAU536 WRITE SIGNS ON UNEVEN SURFACES

Locations: Sunshine.

Prerequisites: CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to write signs on uneven surfaces.

Nominal Hours: 60

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU537 OPERATE A FLAT BED ROUTER

Locations: Sunshine.

Prerequisites: CPCOHS2001A - APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY

Descriptions: This unit specifies the outcomes required to safely use a flat bed router to produce signs.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU541 PRODUCE BASIC COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

Locations: Sunshine.

Prerequisites: CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

Descriptions: This unit applies to the preparation of materials and design layout for computer operation in producing basic computer aided manufactured vinyl signs.

Nominal Hours: 60

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU542 PRODUCE BASIC SIGNS

Locations: Sunshine.

Prerequisites: CPCCSI2002A - LAY OUT AND DESIGN SIGNAGE

Descriptions: This unit applies to the preparation and production processes used to apply substances to surfaces in forming basic signs.

Nominal Hours: 96

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU582 UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS

Locations: Newport.

Descriptions: This unit specifies the outcomes required to undertake a site survey and a site analysis for residential and commercial building projects. It includes the use of basic measuring and levelling equipment, recording and interpretation of data, and evaluation of, and compliance with relevant legislation.

Nominal Hours: 40


Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

VPAU583 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of residential buildings. It requires compliance with state legislation and the provisions for BCA Classes 1 and 10 and relevant Australian Standards as they apply to the structural and construction components of a residential building.

Nominal Hours: 180

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also
reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAUS84 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of commercial buildings. It requires compliance with state legislation and the provisions for BCA Classes 2 to 9 and relevant Australian Standards as they apply to the structural and construction components of a commercial building.

Nominal Hours: 120

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAUS85 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of residential buildings. It includes the ability to apply a range of design solutions for residential buildings (BCA Classes 1 and 10), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAUS86 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards to the design of commercial buildings. It includes the ability to apply a range of design solutions to the construction or design of a commercial building (BCA Classes 2 to 9), in compliance with the Building Code of Australia (BCA) and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the Building Code of Australia (BCA).

Nominal Hours: 50

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAUS87 DESIGN SAFE BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply safe design principles to control OHS risk during the life of a building. It includes the ability to identify and comply with legal responsibilities and obligations and evaluate OHS hazards associated with the design, construction and use of a building during its life cycle. Applying safe design principles requires consultation with stakeholders and specialist advisors and the ability to make recommendations for alternative design solutions and incorporate risk controls into the building design and end use.

Nominal Hours: 40

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above
**VPAU588 DESIGN SUSTAINABLE BUILDINGS**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply the principles of sustainability to building design. It includes the application of sustainable practices to minimise negative impacts of the construction process and land use on the environment, incorporate passive design, sustainable water use and energy efficiency into a building design and select suitable materials for the construction of the building. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Nominal Hours: 90

Required Reading: Building Code of Australia Building Codes Board 2009 Conprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Conprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Conprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

**VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to integrate the layout of services and connections into building design documentation for residential (BCA Classes 1 and 10) and commercial (BCA Classes 2 to 9) buildings. It includes the knowledge and application of current sustainable and energy efficient practices and appliances and involves consultation with other professionals to obtain agreement on service layout details and specifications. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Building Code of Australia Building Codes Board 2009 Conprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Conprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Conprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

**VPAU590 PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS**

Locations: Newport.

Descriptions: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for residential buildings (BCA Classes 1 and 10).

Nominal Hours: 180

Required Reading: Building Code of Australia Building Codes Board 2009 Conprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Conprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Conprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

**VPAU591 PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS**

Locations: Newport.

Descriptions: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for commercial buildings (BCA Classes 2 to 9).

Nominal Hours: 180

Required Reading: Building Code of Australia Building Codes Board 2009 Conprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Conprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Conprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge. Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above.

**VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS**

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to evaluate and select a range of suitable construction materials for building projects, taking into account a range of criteria including physical attributes, cost and sustainability.
It includes the ability to analyse properties and characteristics to determine their suitability for application in the construction of a building. It requires selection of materials that comply with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Nominal Hours: 40

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU593 PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to apply the theories and principles of design to the design of buildings. It can be applied to both residential buildings (BCA Classes 1 and 10) and commercial buildings (BCA Classes 2 to 9). It requires the ability to research, analyse and evaluate information on the history and elements of architecture and their influence on current practice. It includes developing a design response which meets the requirements of a project brief, and communicating a final design solution to relevant stakeholders.

Nominal Hours: 200

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU594 INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to use a range of digital applications in architectural workflows. It includes the ability to determine the appropriate digital applications required for specific project outputs and the application of architectural standards and conventions to produce and manage the project. Work is likely to be undertaken with limited supervision and in consultation with team members and external consultants.

Nominal Hours: 40

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU595 PRESENT ARCHITECTURAL DESIGNS

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to present a design concept for an architectural project. The design could be for a residential (BCA Classes 1 and 10) or commercial (BCA Classes 2 to 9) building. It includes reviewing the project brief, developing presentation materials and presenting the final design concept to relevant stakeholders. Materials for presentation could include sketches, computer generated drawings/images, or models. It requires the ability to effectively clarify or communicate ideas and the design concept to stakeholders.

Nominal Hours: 200

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION

Locations: Newport.

Descriptions: This unit of competency specifies the outcomes required to manage architectural administration and the development of project documentation. It requires the knowledge of the legislation pertaining to project administration and the ability to comply with the organisational requirements for quality assurance. Work is expected to be undertaken in consultation with both internal personnel and external consultants and with limited supervision.

Nominal Hours: 60

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: - Assessment will satisfy the endorsed assessment guidelines of
VPAU831 UNDERNEATH RETROFITTING TO IMPROVE ENERGY AND WATER EFFICIENCY

Locations: Newport, Sunshine.

Descriptions: This unit describes the outcomes required for people undertaking retrofitting in homes to reduce energy and water consumption and to create a more comfortable living environment.

Nominal Hours: 12

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU833 CONDUCT A BASIC HOME ASSESSMENT

Locations: Newport, Sunshine.

Descriptions: This unit describes the outcomes required by a volunteer to plan and undertake a home visit to conduct a preliminary assessment of home energy and water consumption, and waste disposal practices, and on the basis of this assessment to advise householders of recommendations for savings.

Nominal Hours: 20

Required Reading: VU produced workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU597 UNDERNEATH COMPLEX ARCHITECTURAL PROJECTS

Locations: Newport.

Descriptions: This unit specifies the outcomes required to undertake complex architectural projects for residential (BCA Classes 1 and 10) and/or commercial (BCA Classes 2 to 9) buildings. It includes consultation with a client to prepare a project brief and the development and presentation of a design concept that meets the requirements of the brief and relevant legislative requirements and codes and standards. It requires the preparation of all necessary documentation and the development of a critical path management diagram. It requires thorough knowledge of the Building Code of Australia (BCA), relevant Australian Standards and local authority regulatory requirements.

Nominal Hours: 280

Required Reading: Building Code of Australia Building Codes Board 2009 Canprint - Canberra As 1684. 2 - Timber framing manual Australian Standards 2009 Canprint - Canberra As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra

Assessment: Assessment will satisfy the endorsed assessment guidelines of the VQA endorsed Adv Dip of Building Design (Architecture) 21953VIC Training Package - Assessment methods will confirm consistency & accuracy of performance together with application of underpinning knowledge - Assessment will be by direct observation of tasks, with questioning on underpinning knowledge & it must also reinforce the integration of key competencies - Assessment methods will confirm the ability to access & correctly interpret & apply the essential underpinning knowledge - Assessment will be applied under project related conditions (real or simulated) & require evidence of process - Assessment will confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances - Assessment will be in conjunction with assessment of other units of competency, including those listed above

VPAU802 PROVIDE ADVICE ON SUSTAINABLE PAINTING PRACTICES

Locations: Werribee, Newport.

Descriptions: This unit of competency specifies the outcomes required for a painter to provide advice on environmentally sustainable painting practices that consider the needs of the consumers, service providers on other stakeholders in the painting and decorating industry.

Nominal Hours: 12

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
Below are details of courses offered by the School of Industry Skills Training in 2011. 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 LOGISTICS AND SUPPLY CHAIN PRINCIPLES

Course Code: 21638VIC

Campus: Footscray Nicholson.

This course is for Continuing students only.

About this course: This course aims to provide entry-level training for persons wishing to work as supervisors and managers in the logistics and supply chain industry.

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.

Careers: 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.

Course Duration: 1 year

Admission Requirements Year 12:

Admission Requirements International:

Admission Requirements Mature Age:

Admission Requirements VET:

Admission Requirements Other: 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.

Selection Processes: Direct EntryWritten Test

Course Structure

One year full time. Full-time. 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
VBP158 INDUSTRIAL AND PERFORMANCE MANAGEMENT 40
TDTE1398B APPLY WORKPLACE STATISTICS 20
TDI297B APPLY QUALITY SYSTEMS 20
BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
ICAITU130A OPERATE A SPREADSHEET APPLICATION 30
TDF397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS 30
TDTE701A USE COMMUNICATION SYSTEMS 20

Elective Units of Study

A minimum of 2 units from the following:

BSBCMN317A MEET CUSTOMER NEEDS AND EXPECTATIONS 35
TDIA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION 20

Select Elective Units of Study

TDT11097B OPERATE A FORKLIFT 40
VBP159 CAREER PLANNING AND JOB SEEKING SKILLS 20
TLIR1407A MANAGE SUPPLIERS 60
TLIH207D PLAN AND NAVIGATE ROUTES 20
VBP156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES 20
HLFA2A APPLY ADVANCED FIRST AID 30

CERTIFICATE IV IN BUSINESS (OPERATIONS MANAGEMENT)

Course Code: 21699VIC

Campus: Footscray Nicholson,

About this course: This course provides students with the skills and knowledge to pursue a career in operations management.

Course Objectives: 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.

Careers: Operations Manager

Course Selection Processes: Direct EntryWritten Test

Course Structure 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 (Operations Management) to Diploma in Business (Operations Management) and Advanced Diploma level. Please contact the School for advice. Core Units of Study

BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES 30
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
MEM12.24A PERFORM COMPUTATIONS 30
VBP115 INTRODUCTION TO WAREHOUSE OPERATIONS 60
FDPLSCP4A SCHEDULE AND MANAGE PRODUCTION 50
TDTE1398B APPLY WORKPLACE STATISTICS 20
BSBIHR405A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50
MCMS400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM 50
MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 40
MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 50

Elective Units of Study

A minimum of 2 units from the following:

BSBMKG407A MAKE A PRESENTATION 30
LGADMIN421A PARTICIPATE IN NEGOTIATIONS 25

Write Complex Documents 50

BSBMKG407A MAKE A PRESENTATION 30
LGADMIN421A PARTICIPATE IN NEGOTIATIONS 25
DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21700VIC
Campus: Footscray Nicholson.
About this course: This course provides students with the skills and knowledge to pursue a career in operations management.

Course Objectives: The Diploma of Business (Operations Management) is designed to assist individuals to commence or develop careers in the management of operations within any organisation which may include service, retail or manufacturing organisations. Operations management is the set of activities which transforms inputs into the desired goods of services. This course focuses on:

Careers:
Graduates from this program will be employed in responsible roles such as: Operations Manager, Production Manager, Supply Manager, Business Services Management.

Course Duration: 1 year
Admission Requirements Other: 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 Processes: Direct Entry Interview
Course Structure: 18 months part-time. 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.

Core Units of Study
- BSBSBM406A  MANAGE FINANCES  50
- BSBFLM514A  MANAGE PEOPLE  60
- TDTF697B  APPLY ACCIDENT-EMERGENCY PROCEDURES  20
- TDTE701A  USE COMMUNICATION SYSTEMS  20
- TDTE897B  PROCESS WORKPLACE DOCUMENTATION  20
- TDTF1901A  ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT  30

Elective Units of Study
Complete the unit below and other approved unit at the equivalent level:
- VBQU207  APPREHEND OFFENDERS  40
- PRSSO305A  MANAGE CONFLICT THROUGH NEGOTIATION  16
- PRSSO316A  CONTROL PERSONS USING EMPTY HAND TECHNIQUES  16
- TDTE497B  PREPARE WORKPLACE DOCUMENTS  20
- TDTO1298B  MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR  20

COURSE IN BASIC EARTHMOVING
Course Code: 21768VIC
Campus: Werribee, Industry.

About this course: This course provides students with a vocation skill that is in high demand and provides successful participants with a ticket to operate earthmoving equipment.

Careers: Earthmoving operator.

Course Selection Processes: Direct Entry Employer Choice
Course Structure - VBQU205  OPERATE EARTHMOVING EQUIPMENT SAFELY  80

CERTIFICATE III IN PUBLIC TRANSPORT CUSTOMER SERVICE & COMPLIANCE
Course Code: 21757VIC
Campus: Industry.

Course Objectives: To provide base knowledge for people to be able to function in their new occupation. Also to increase the customer focus of people in these job roles.
Careers: This course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and is a requirement by most employers for workers to enter a construction workplace.

Course Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

Admission Requirements VET: -

Selection Processes: Employer Choice User Choice (Apprenticeships)

Course Structure: Students must successfully complete the Unit VPAU349 - Work Safely in the Construction Industry to receive this qualification. VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY

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CERTIFICATE IV IN LOGISTICS AND SUPPLY CHAIN PRINCIPLES

Course Code: 22049VIC

Campus: Werribee.

About this course: The course provides entry-level training for persons wishing to work in the logistics and supply chain industry. Successful graduates would be eligible to obtain employment in administrative, technical or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience.

Course Objectives: The course provides entry-level training for persons wishing to work in the logistics and supply chain industry. Successful graduates would be eligible to obtain employment in administrative, technical or support roles within the industry and would find increased opportunities in supervisory roles after gaining more industry experience. This course prepares students to study the Diploma of Logistics.

Careers: This practical course has been developed with industry to provide women and men with the knowledge, skill and industry awareness to start their career in the transport, storage and logistics industry. 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 storage, movement or distribution of goods and services nationally or internationally.

Course Duration: 1 year

Admission Requirements Year 12: 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.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: 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.

Admission Requirements VET: 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.

Selection Processes: Direct Entry VTAC Written Test

Course Structure: To attain the 22049VIC Certificate IV in Logistics and Supply Chain Principles participants are required to successfully complete a total of sixteen (16) units, comprising of: Eleven (11) core units Five (5) elective units that may be selected from this AQTF level

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COURSE IN RIGGING - ADVANCED

Course Code: 3392

Campus: Werribee, Industry.

This course is for Continuing students only.

Careers: -

Course Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

Admission Requirements VET: -

Selection Processes: Direct Entry Employer Choice

Course Structure: The Advanced Rigging course will help you develop your knowledge and skills in the area, and completion will allow you to undertake rigging work without supervision.
COURSE IN SCAFFOLDING - ADVANCED
Course Code: 3394
Campus: Werribee.
This course is for Continuing students only.
Careers: -
Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -
Selection Processes: Direct Entry Employer Choice
Course Structure - Gain industry training that will allow you to undertake scaffolding work without supervision. We provide training courses that suit scaffolders who have a varying range of industry skills, from basic scaffolding to advanced.

COURSE IN SCAFFOLDING - INTERMEDIATE
Course Code: 3395
Campus: Werribee.
This course is for Continuing students only.
Careers: -
Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -
Selection Processes: Direct Entry Employer Choice
Course Structure - Gain industry training that will allow you to undertake scaffolding work without supervision. We provide training courses that suit scaffolders who have a varying range of industry skills, from basic scaffolding to advanced.

CERTIFICATE III IN CIVIL CONSTRUCTION (PLANT OPERATIONS)
Course Code: BCC30607
Campus: Werribee, Industry.
Course Objectives: To provide plant machinery workers with the skills to perform a defined range of operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services and contingency measures and within known time constraints
Careers: Employment is readily available as machine operators in mining, land development throughout Australia.
Course Duration: 1.5 years
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)
Course Structure Student must complete between 21 and 22 Units. 14 Core units and between 7 and 8 Elective units. 5 elective competency units from the AQF 2 & 3 elective units Certificate I Core Units
BCCCM1001C FOLLOW OH&S POLICIES AND PROCEDURES 40
BCCCM1002B CONDUCT WORKPLACE COMMUNICATION 20
BCCCM1003B PLAN AND ORGANISE WORK 20
Certificate II Core Units
BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC 16
Certificate II Electives
BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS 80
BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS 40
BCCCM2005B CARRY OUT MANUAL EXCAVATION 8
BCCCM2006B USE SMALL PLANT AND EQUIPMENT 16
BCCCM2006B DRAIN AND DEWATER SITE 12
BCCCM2005B SUPPORT PLANT OPERATIONS 16
BCCCM2008B SPREAD AND COMPACT MATERIALS MANUALLY 12
BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES 30
Certificate III Core Units
BCCCM3001B INSTALL TRENCH SUPPORT 40
BCCCM3003C CONTROL TRAFFIC WITH A STOP-SLOW BAT 40
BCCCM3003B CARRY OUT CONCRETE WORK 40
BCCRC2001B REPAIR POTHOLES 40
BCCRC2001B LAY PIPES 40
BCCRC2001B INSTALL SUB-SOIL DRAINAGE 20
BCCCM2009B WORK IN CONFINED SPACES 30
Certificate III Electives
BCCCM3001B CONSTRUCT AND DISMANTLE TEMPORARY FENCING AND GATES 40
BCCCM3003C IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
BCCPO3001C CONDUCT BACKHOE/LOADER OPERATIONS 200
BCCPO3003B CONDUCT EXCAVATOR OPERATIONS 200
BCCPO3004B CONDUCT WHEELED FRONT END LOADER OPERATIONS 160
BCCPO3004B CONDUCT GRADER OPERATIONS 240
BCCPO3004B CONDUCT SKID STEER LOADER OPERATIONS 80
BCCPO3004B CONDUCT DUMP TRUCK OPERATIONS 60
BCCRC3006B CONDUCT EARTHWORKS 80

CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION & MAINTENANCE)
Course Code: BCC30707
Campus: Werribee, Industry.
Course Objectives: To provide road construction workers with the skills to perform a defined range of operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services and contingency measures and within known time constraints
Careers: Employment is readily available as machine operators in mining, land development throughout Australia.
Course Duration: 1.5 years

Admission Requirements Year 12: Student, employer or agency selection.

Admission Requirements International: N/A.

Admission Requirements Mature Age: Student, employer or agency selection.

Admission Requirements VET: Student, employer or agency selection.

Selection Processes: Employer Choice, User Choice (Apprenticeships)

Course Structure: Student must complete 25 Units

Core units: 16

Elective units: 9

- between 4 and 8 units must be AQF3 level
- and between 2 and 4 units must be RC units including at least two RC AQF3 units

- Elective: Road Construction and Maintenance (refer to the unit list at the end of this section)
- Maximum of 1 elective may be substituted by selecting a competency unit from another qualification within the Civil Construction Training Package or from another relevant endorsed Training Package

Certificate I Core Units

BCCCM1001C FOLLOW OH&S POLICIES AND PROCEDURES 40
BCCCM1002B CONDUCT WORKPLACE COMMUNICATION 20
BCCCM1003B PLAN AND ORGANISE WORK 20
BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC 16

Certificate II Core Units

BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS 80
BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS 40
BCCCM2005B CARRY OUT MANUAL EXCAVATION 8
BCCCM2008B CARRY OUT BASIC LEVELLING 8
BCCCM2002C USE SMALL PLANT AND EQUIPMENT 16
BCCCM2004B DRAIN AND DEWATER SITE 12
BCCCM2006B SUPPORT PLANT OPERATIONS 8
BCCCM2007B SPREAD AND COMPACT MATERIALS MANUALLY 12
BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES 30
BCCRC2001B REPAIR POTHOLES 40

Certificate III Core Units

BCCCM3003C IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
BCCCM3001B INSTALL TRAFFIC MANAGEMENT PLAN 40
BCCCM3003C INSTALL TRAFFIC MANAGEMENT PLAN 16

Certificate II Elective Units

BCCCR2011B REPAIR POTHOLES 40
BCCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT 40
BCCCM2012A CARRY OUT CONCRETE WORK 30
BCCRC3001B MAINTAIN DRAINAGE SYSTEMS 16
BCCRC3003B LAY PAVERS 24

Certificate III Elective Units

BCCCM3001B CONSTRUCT AND Dismantle TEMPORARY FENCING AND GATES 40
BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES 40
BCCCR2004B INSTALL AND MAINTAIN ROADSIDE FIXTURES 30
BCCRC3001B MAINTAIN DRAINAGE SYSTEMS 16
BCCRC3003B LAY PAVERS 24

BCCCR3006B CONDUCT EARTHWORKS 80
BCGSF2003B CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT 20
BCCRC3004B MAINTAIN SEALED ROADS 32

CERTIFICATE IV IN PURCHASING

Course Code: BSB41607


Course Objectives: Purchasing involves the activities associated with the acquisition of materials, services and equipment used in the operation of the organisation. Purchasing and procurement activities are essential to every enterprise irrespective of the size of the organisation, or the industry sector.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Procurement Officer, Purchasing and Inventory Administrator, Purchasing Assistant, Purchasing Clerk, Purchasing Officer, Stock Control Officer.

Course Duration: 0.5 years

Admission Requirements Other: For full time study you will need to have a minimum English level of 5.5 IELTS and to have satisfactorily completed VCE or its equivalent. You may be asked to attend an interview. Should places be available, direct application will be considered.

Selection Processes: Interview

Course Structure: 10 units of competency are required for award of this qualification:

3 core units

7 elective units

Core Units of Study

BSBITU305A CONDUCT ONLINE TRANSACTIONS 40
BSBPUR401B PLAN PURCHASING 40
BSBPUR402B NEGOTIATE CONTRACTS 50

Elective Units of Study

- Elective Units of Study - 5 units must be selected from the list below and two may be selected from any other endorsed training package and 1 unit may be selected from either a Certificate III or Diploma qualification with approval of the course coordinator

- BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSWHS407A MONITOR A SAFE WORKPLACE 50
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50
- BSRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSBFA402A REPORT ON FINANCIAL ACTIVITY 30
- PSPPROC406A PROCURE GOODS AND SERVICES 60
- PSPPROC407A ESTABLISH PROCUREMENT NEED 50
- PSPPROC408A DEVELOP REQUESTS FOR OFFERS 30
- PSPPROC409A RECEIVE AND SELECT OFFERS 30
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50

DIPLOMA OF PURCHASING

Course Code: BSB51507


About this course: Purchasing involves the activities associated with the acquisition
of materials, services and equipment used in the operation of an organisation. Purchasing and procurement activities are essential to every enterprise irrespective of the size of the organisation, or the industry sector. Boards and executives have increasingly recognised the importance of the role of purchasing activities to an organisation's profitability or economic sustainability during the last ten years.

Course Objectives: The course aims to provide the skills and knowledge for students wishing to pursue a career in an area of Supply, Purchasing, Tendering, or Contract Management.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: - Contract Manager - Inventory and Purchasing Manager - Purchasing Consultant - Purchasing Coordinator - Purchasing Manager - Site and Purchasing Coordinator.

Course Duration: 0.5 years

Admission Requirements Other: Additional entry requirements

Selection Processes: Interview VTAC Written Application

Course Structure 15 units of competency are required for award of this qualification: - 11 compulsory units - 4 elective units Compulsory Units of Study

- CPCCC01002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCC01003A PLAN AND ORGANISE WORK 20
- CPCCC01004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCC01005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCC01200A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCC01300A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCCC01400A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCC01200A HANDLE AND USE DOGGING TOOLS AND EQUIPMENT 8
- CPCC01300A PERFORM DOGGING 80
- CPCC01400A LICENSE TO PERFORM DOGGING 80
- CPCC01500A APPLY REINFORCEMENT SCHEDULE 16

Elective Units of Study

- CPCC01600A USE EXPLOSIVE POWER TOOLS 16
- CPCC01700A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPCC01800A OPERATE ELEVATED WORK PLATFORMS 32
- CPCC01900A PERFORM CRANE SCHEDULING 40
- CPCC02000A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- CPCC02100A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
- CPCC02200A IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
- CPCC02300A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- CPCC02400A MANAGE SMALL BUSINESS FINANCES 60
- TDDT0197B OPERATE A FORKLIFT 40

CERTIFICATE III IN DOGGING
Course Code: CPC30508
Campus: Werribee, Industry.

Course Objectives: This qualification provides a trade outcome in dogging operations in the construction industry.

Careers: Occupational titles may include: - Dogger.

Course Duration: 2 years

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer Choice User Choice (Apprenticeships)

Course Structure 15 units of competency are required for award of this qualification: - 11 compulsory units - 4 elective units Compulsory Units of Study

- CPC30508A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPC30509A PLAN AND ORGANISE WORK 20
- CPC30510A CONDUCT WORKPLACE COMMUNICATION 20
- CPC30511A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPC30512A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPC30513A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPC30514A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPC30515A HANDLE AND USE DOGGING TOOLS AND EQUIPMENT 8
- CPC30516A PERFORM DOGGING 80
- CPC30517A LICENSE TO PERFORM DOGGING 80
- CPC30518A APPLY REINFORCEMENT SCHEDULE 16

Elective Units of Study

- CPC30519A USE EXPLOSIVE POWER TOOLS 16
- CPC30520A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
- CPC30521A OPERATE ELEVATED WORK PLATFORMS 32
- CPC30522A PERFORM CRANE SCHEDULING 40
- CPC30523A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- CPC30524A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
- CPC30525A IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
- CPC30526A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- CPC30527A MANAGE SMALL BUSINESS FINANCES 60
- TDDT0197B OPERATE A FORKLIFT 40

CERTIFICATE III IN RIGGING
Course Code: CPC30708
Campus: Werribee, Industry.

Course Objectives: This qualification provides a trade outcome in rigging in the construction industry.

Careers: Occupational titles may include: - Rigger.

Course Duration: 2 years

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer Choice User Choice (Apprenticeships)
Course Structure 18 units of competency are required for award of this qualification: - 14 compulsory units - 4 elective units Compulsory Units of Study

- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCDO3001A PERFORM DOGGING 80
- CPCCDO3002A PERFORM CRANE SCHEDULING 40
- CPCCR3003A PERFORM INTERMEDIATE RIGGING 40
- CPCLRG3001A LICENSE TO PERFORM RIGGING - BASIC LEVEL 196
- CPCLRG3002A LICENSE TO PERFORM RIGGING - INTERMEDIATE LEVEL 24

Elective Units of Study

- CPCCCM2007A USE EXPLOSIVE POWER TOOLS 16
- CPCCCM3002A OPERATE A TRUCK MOUNTED LOADING CRANE 40
- CPCLHS3001A LICENSE TO OPERATE A PERSONNEL AND MATERIALS HOIST 32
- CPCLHS3002A LICENSE TO OPERATE A MATERIALS HOIST 24
- CPCCR3001A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- CPCCR3005A PERFORM ADVANCED TILT-UP SLAB ERECTION 24
- CPCCR3006A PERFORM ADVANCED TOWER CRANE ERECTION 16
- CPCCS2002A ERECT AND DISMANTLE BASIC SCAFFOLDING 56
- CPCCS2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT 56
- BCCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
- BSBMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBMB406A MANAGE SMALL BUSINESS FINANCES 60
- TDTD1097B OPERATE A FORKLIFT 40

Admission Requirements VET: -

Admission Requirements Other: To qualify for admission to the course applicants must be registered as an apprentice.

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure 15 units of competency are required for award of this qualification: - 11 compulsory units - 4 elective units Compulsory Units of Study

- CPCCCM1002A WORK EFFECTIVELY AND SUSTAINABLY IN THE CONSTRUCTION INDUSTRY 20
- CPCCCM1003A PLAN AND ORGANISE WORK 20
- CPCCCM1004A CONDUCT WORKPLACE COMMUNICATION 20
- CPCCCM1005A CARRY OUT MEASUREMENTS AND CALCULATIONS 20
- CPCCCM2001A READ AND INTERPRET PLANS AND SPECIFICATIONS 36
- CPCCCM3001A OPERATE ELEVATED WORK PLATFORMS 32
- CPCCCM3003A WORK SAFELY AROUND POWER SOURCES, SERVICES AND ASSETS 40
- CPCOHS2001A APPLY OHS REQUIREMENTS, POLICIES AND PROCEDURES IN THE CONSTRUCTION INDUSTRY 20
- CPCCDO3001A PERFORM DOGGING 80
- CPCCDO3002A PERFORM CRANE SCHEDULING 40
- CPCCR3001A OPERATE PERSONNEL AND MATERIALS HOISTS 32
- CPCCSF2003A CUT AND BEND MATERIALS USING OXY-LPG EQUIPMENT 20
- BCCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN 20
- BSBMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSBMB406A MANAGE SMALL BUSINESS FINANCES 60
- TDTD1097B OPERATE A FORKLIFT 40

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (SPECIALIST TRADES)

Course Code: CPC40608

Campus: Werribee, Industry.

Course Objectives: This qualification is designed to meet the needs of experienced tradespersons seeking to

Careers: Occupational titles may include: - Building manager and supervisor - Heritage restorer - Crane operator - Rigger.

Course Duration: 1 year

Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

CERTIFICATE III IN SCAFFOLDING

Course Code: CPC30908

Campus: Werribee, Industry.

Course Objectives: This qualification provides a trade outcome in scaffolding operations in the residential and commercial construction industry.

Careers: Occupational titles may include: - Scaffold er.

Course Duration: 2 years

Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

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Admission Requirements VET:

Students must be working within the building industry.

Course Structure:
15 units of competency are required for award of this qualification:
- 4 common compulsory units
- all compulsory units for one of the following streams:
  - Crane operations (four units)
  - Rigging (four units)
- elective units (number to take the total number of units completed to 15).

Compulsory Units of Study

- CPCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS 60
- CPCBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS 30
- CPCBC4034A APPLY CODES AND STANDARDS TO BUILDING TRADE AND SERVICES CONTRACTING 40
- BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
- CPCBC4045A PERFORM ADVANCED RIGGING 100
- CPCBC4046A ERECT AND DISMANTLE ADVANCED SCAFFOLDING 40
- CPCLRG4001A LICENCE TO PERFORM RIGGING — ADVANCED LEVEL 40
- CPCCLSF4001A LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - ADVANCED LEVEL 40

Elective Units of Study

- CPCBC4019A APPLY SUSTAINABLE BUILDING DESIGN PRINCIPLES TO WATER MANAGEMENT SYSTEMS 40
- CPCBC4020A BUILD THERMALLY EFFICIENT AND SUSTAINABLE STRUCTURES 40
- CPCBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE 20
- CPCBC4023A PLAN AND UNDERTAKE SITE INSPECTION AND ASSESSMENT OF ASBESTOS PRODUCTS AND MATERIALS 30
- CPCBC4024A RESOLVE BUSINESS DISPUTES 20
- CPCBC4025A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 20
- CPCBC4047A QUALITY ASSURE FIRE RATED LINING SYSTEMS 40
- CPSCUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBITU202A CREATE AND USE DATABASES 30
- BSBITU301A CREATE AND USE DATABASES 30
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBMGT407A APPLY RISK MANAGEMENT TECHNIQUES 40
- BSBSMB401A ENSURE LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- BSBMW301A WRITE COMPLEX DOCUMENTS 50
- CHCSS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND WORKERS 30
- CPSCUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBITU202A CREATE AND USE SPREADSHEETS 30
- BSBITU301A CREATE AND USE DATABASES 30
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBMGT407A APPLY RISK MANAGEMENT TECHNIQUES 40
- BSBSMB401A ENSURE LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- BSBMW301A WRITE COMPLEX DOCUMENTS 50
- CHCSS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND WORKERS 30
- CPSCUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBITU202A CREATE AND USE SPREADSHEETS 30
- BSBITU301A CREATE AND USE DATABASES 30
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBMGT407A APPLY RISK MANAGEMENT TECHNIQUES 40
- BSBSMB401A ENSURE LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60
- BSBMW301A WRITE COMPLEX DOCUMENTS 50
- CHCSS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND WORKERS 30
- CPSCUS4001A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

CERTIFICATE I IN CONSERVATION AND LAND MANAGEMENT
Course Code: RTD10102
Campus: Werribee, Newport.

Course Objectives: The course aims to prepare students to gain knowledge and skills to find employment or lead to further studies in pre-apprenticeship or apprenticeship.

Careers: Students who complete this course will gain the necessary skills to gain employment or lead to an apprenticeship in this field or related studies.

Course Duration: 0.5 years

Selection Processes: Employer Choice

Program Structure:
A total of 6 units of competency must be completed:

- Group A
  - RTC1801A PREPARE FOR WORK 10
  - RTC1006A SUPPORT NURSERY WORK 15
  - RTC1301A OPERATE BASIC MACHINERY AND EQUIPMENT 20
  - RDT10101A SUPPORT NATURAL AREA CONSERVATION 15
  - RTC1701A FOLLOW BASIC CHEMICAL SAFETY RULES 10

- Group B
  - RTC1202A SUPPORT LANDSCAPE WORK 15

CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT
Course Code: RTD20102
Campus: Werribee.

Course Objectives: The course aims to prepare students to gain knowledge and skills to find employment or lead to further studies in an apprenticeship.

Careers: Students who complete this course will gain the necessary skills to gain employment or lead to an apprenticeship in this field or related studies.

Course Duration: 0.5 years

Selection Processes: Employer Choice

Program Structure:
A total of 15 units of competency must be completed:

- Group A
  - RTC2701A FOLLOW OHS PROCEDURES 20
  - RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES 20
  - RTC2704A PROVIDE BASIC FIRST AID 10
  - RTC2705A WORK EFFECTIVELY IN THE INDUSTRY 20
  - RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS 30
  - RTC2012A PLANT TREES AND SHRUBS 20
  - RTC2016A RECOGNISE PLANTS 40
  - RDT2022A CARRY OUT NATURAL AREA RESTORATION WORKS 40
  - RTC2209A INSTALL, MAINTAIN & REPAIR FENCING 30

- Group B
  - RDT2004A COLLECT, PREPARE & PRESERVE PLANT SPECIMENS 30
  - RTC2012A PLANT TREES AND SHRUBS 20
  - RTC2016A RECOGNISE PLANTS 40
  - RDT2022A CARRY OUT NATURAL AREA RESTORATION WORKS 40
  - RDT2202A CONDUCT EROSION & SEDIMENT CONTROL ACTIVITIES 40
DIPLOMA OF LOGISTICS MANAGEMENT
Course Code: TDT51002
Campus: Industry.

This course is for Continuing students only.

Course Objectives: 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.

Careers: An exciting career exists for many candidates who successfully complete the Diploma Course. Careers in a wide range of industries exist with this qualification and allows for entry into a number of higher education courses.

Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -

Admission Requirements Other: 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 Processes: Direct Entry Interview

Course Structure Part Time for students with relevant industry based experience - over 350 nominal hours. Part time. Students must successfully complete all 7 units listed below: BSBMGT502A MANAGE PEOPLE PERFORMANCE 70
TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS 40
MEM111. 15A INVENTORY MANAGEMENT 60
TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES 30
TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS 40

CERTIFICATE I IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TL110107
Campus: Werribee, Industry.

Course Objectives: To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable

Careers: To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable

Course Duration: 0. 5 years
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure Students must successfully complete a total of 7 units. Certificate I
TUD107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TUD207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TUE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TUE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLF107C FOLLOW OH&S PROCEDURES 20
TLF207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TGJ107C WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE I IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TL110207
Campus: Werribee, Industry.

Course Objectives: To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable

Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification

Course Duration: 0. 5 years
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure Students must successfully complete a total of 7 units. TLIC107C
TLIC107C DRIVE VEHICLES 30
TUE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 30
TUE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 40
TLF107C FOLLOW OH&S PROCEDURES 20
TLF207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TGJ107C WORK EFFECTIVELY WITH OTHERS 40
CERTIFICATE I IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TLI10407
Campus: Werribee, Industry.
Course Objectives: To give participants the breadth, depth and complexity of knowledge and skills to perform a defined range of activities most of which may be routines and predictable
Careers: Employment as station assistant with Connex
Course Duration: 0.5 years
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 7 units. Certificate I

TLIC107C  DRIVE VEHICLES 30
TLIF107C  FOLLOW OH&S PROCEDURES 20
TLID107C  SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40
TLI207D  APPLY CUSTOMER SERVICE SKILLS 30
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20

CERTIFICATE II IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TLI20107
Campus: Werribee, Industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification
Course Duration: 1 year
Admission Requirements Year 12: Student, employer or agency selection
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Student, employer or agency selection
Admission Requirements VET: Student, employer or agency selection
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 14 units Certificate II

TLIA2107C  DESPATCH STOCK 20
TLIB407C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLID407C  LOAD AND UNLOAD GOODS/CARGO 30
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIJ107C  APPLY QUALITY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
BSBCMN208A  DELIVER A SERVICE TO CUSTOMERS 20
TLIF1007C  APPLY FATIGUE MANAGEMENT STRATEGIES 30
TLIA1207C  PICK AND PROCESS ORDERS 20
TLIA2007C  REPLENISH STOCK 20

CERTIFICATE II IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI20207
Campus: Werribee, Industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification
Course Duration: 1 year
Admission Requirements Year 12: Student, employer and agency selection
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Student, employer and agency selection
Admission Requirements VET: Student, employer and agency selection
Selection Processes: Employer Choice/User Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 14 units Certificate II

TLIB407C  CARRY OUT VEHICLE INSPECTION 20
TLIC307C  DRIVE MEDIUM RIGID VEHICLE 40
TLID407C  LOAD AND UNLOAD GOODS/CARGO 30
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIJ107C  APPLY QUALITY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
BSBCMN208A  DELIVER A SERVICE TO CUSTOMERS 20
TLIF1007C  APPLY FATIGUE MANAGEMENT STRATEGIES 30
TLIA1207C  PICK AND PROCESS ORDERS 20
TLIA2007C  REPLENISH STOCK 20

Certificate I
TLID107C  SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLID207C  SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TLIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF107C  FOLLOW OH&S PROCEDURES 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40
TLIC107C  DRIVE VEHICLES 30
CERTIFICATE II IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TLI20407
Campus: Werribee, Industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a prescribed range of functions involving known routines and procedures and some accountability for the quality outcomes.
Careers: The demand for new Station Assistants is greater than the available applicants. Recruitment is ongoing.
Course Duration: 1 year
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 14 units.
- TLI807C PROCESS WORKPLACE DOCUMENTATION 20
- TLI607C APPLY ACCIDENT-Emergency PROCEDURES 20
- TLI107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
- TLI307C APPLY KEYBOARD SKILLS 20
- BSBCM217A PROCESS CUSTOMER FEEDBACK 30
- TLI107B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
- BSBCM216A CREATE CUSTOMER FEEDBACK 20
Certificate I:
- TLI107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
- TLI107C FOLLOW OH&S PROCEDURES 20
- TLI107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
- TLI307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
- TLI107C WORK EFFECTIVELY WITH OTHERS 40
- TLI207D APPLY CUSTOMER SERVICE SKILLS 30
- TLI507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
- TUE1207C CONSOLIDATE MANIFEST DOCUMENTATION 20
- TUE207C ESTIMATE/Calculate MASS, AREA AND QUANTITY DIMENSIONS 30
- TUG207C LEAD A WORK TEAM OR GROUP 40
- TLI01607C APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
- TUA1507C COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
- TUD1207C OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
- TUD4307B SHIFT LOADS USING GANTRY EQUIPMENT 80
- TUD4407B SHIFT LOADS USING CRANES 80
Certificate II:
- TLI107C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
- TLI1007C OPERATE A FORKLIFT 40
- TLI107C APPLY QUALITY PROCEDURES 20
- TLI107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
- TLA1207C PICK AND PROCESS ORDERS 20
- TLA2107C DESPATCH STOCK 20
- BSBCM208C DELIVER A SERVICE TO CUSTOMERS 20
Certificate III:
- TLI507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
- TLI107C FOLLOW OH&S PROCEDURES 20
- TLI207C CONDUCT HOUSEKEEPING ACTIVITIES 20
- TLI107C WORK EFFECTIVELY WITH OTHERS 40
- TLI207C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
- TLI207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
- TLI307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40

CERTIFICATE III IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TLI30107
Campus: Werribee, Industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.
Course Duration: 2 years
Admission Requirements Year 12: Student, employers or agency selection
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Student, employers or agency selection
Admission Requirements VET: Student, employers or agency selection
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 21 units.
- TLI107C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS 40
- TLI107C ORGANISE DESPATCH OPERATIONS 40

CERTIFICATE III IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI30207
Campus: Werribee, Industry.
Course Objectives: To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.
Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.
Course Duration: 2 years
Admission Requirements Year 12: Student, employers or agency selection
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Student, employers or agency selection
Admission Requirements VET: Student, employers or agency selection
Selection Processes: Employer ChoiceUser Choice (Apprenticeships)
Course Structure: Students must successfully complete a total of 21 units.
### FACULTY OF TECHNICAL AND TRADES INNOVATION

Certificate III

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<td>LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 100 TONNES)</td>
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<tr>
<td>TLUIC1108A</td>
<td>LICENCE TO OPERATE A SLEWING MOBILE CRANE (OVER 100 TONNES)</td>
<td>70</td>
</tr>
<tr>
<td>TLUIC1208A</td>
<td>LICENCE TO OPERATE A VEHICLE LOADING CRANE (CAPACITY 10 METRE TONNES AND ABOVE)</td>
<td>40</td>
</tr>
<tr>
<td>TLUIC807C</td>
<td>DRIVE COACH/BUS</td>
<td>40</td>
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Certificate II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLU407C</td>
<td>LOAD AND UNLOAD GOODS/CARGO</td>
<td>30</td>
</tr>
<tr>
<td>TLE807C</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>TLJ107C</td>
<td>APPLY QUALITY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TLK107C</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>TLIC307C</td>
<td>DRIVE MEDIUM RIGID VEHICLE</td>
<td>40</td>
</tr>
<tr>
<td>TLIB407C</td>
<td>CARRY OUT VEHICLE INSPECTION</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM208A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>20</td>
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Certificate I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLI507C</td>
<td>CARRY OUT BASIC WORKPLACE CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>TLF107C</td>
<td>FOLLOW OH&amp;S PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TLF207C</td>
<td>CONDUCT HOUSEKEEPING ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>TLG107C</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>40</td>
</tr>
</tbody>
</table>

### CERTIFICATE III IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)

#### Course Code: TL130407

| Campus: Werribee, Industry. |

**Course Objectives:** To give participants the skills, knowledge and qualification to perform a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measure and within known time constraints.

**Careers:** EMPLOYMENT AS STATION ASSISTANT WITH CONNEX

**Course Duration:** 2 years

**Admission Requirements Year 12:** Student, Employer choice

**Admission Requirements International:** Not Applicable

**Admission Requirements Mature Age:** Student, Employer choice

**Admission Requirements VET:** Student, Employer choice

**Selection Processes:** Employer ChoiceUser Choice (Apprenticeships)

**Course Structure** Students must successfully complete a total of 21 units. Certificate III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLIQ1307B</td>
<td>ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS</td>
<td>30</td>
</tr>
<tr>
<td>THHC503B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>PSPG0205B</td>
<td>PARTICIPATE IN WORKPLACE CHANGE</td>
<td>20</td>
</tr>
<tr>
<td>TLJ207C</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>40</td>
</tr>
<tr>
<td>TLIF307C</td>
<td>IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>TLBD107C</td>
<td>MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</td>
<td>20</td>
</tr>
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**Certificate II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>TLGI707B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>TLE807C</td>
<td>PROCESS WORKPLACE DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>TLIF607C</td>
<td>APPLY ACCIDENT-EMERGENCY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TLK107C</td>
<td>USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>TLIK307C</td>
<td>APPLY KEYBOARD SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM217A</td>
<td>PROCESS CUSTOMER FEEDBACK</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM216A</td>
<td>CREATE CUSTOMER FEEDBACK</td>
<td>20</td>
</tr>
<tr>
<td>TLIQ1307B</td>
<td>ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS</td>
<td>30</td>
</tr>
</tbody>
</table>

**Certificate I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TLII107C</td>
<td>COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>TLF107C</td>
<td>FOLLOW OH&amp;S PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>TLD107C</td>
<td>SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS</td>
<td>20</td>
</tr>
<tr>
<td>TLE307C</td>
<td>PARTICIPATE IN BASIC WORKSPACE COMMUNICATIONS</td>
<td>40</td>
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</tbody>
</table>
CERTIFICATE IV IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TLI40107
Campus: Werribee, Industry.

Course Objectives: To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification.

Course Duration: 3 years

Admission Requirements Year 12: Student, employer or agency selection
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Student, employer or agency selection
Admission Requirements VET: Student, employer or agency selection

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: Successful completion will require competence in units that relate to work defined as aligned with AQF level 4 this will be comprised of 28 units up to seven aligned at AQF level 4 plus up to 7 units aligned at AQF level 3 plus up to 7 units aligned at AQF level 2 and up to 7 units aligned to AQF level 1. Final selection of units will depend on employment outcomes and industry contextualisation. Certificate IV

TUG107C WORK EFFECTIVELY WITH OTHERS 40
TUI207D APPLY CUSTOMER SERVICE SKILLS 30
TUL607C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TUE607D COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION 30
TUA3107C CONSOLIDATE FREIGHT 30
TUA3207C ORGANISE TRANSPORT OF FREIGHT AND GOODS 20

Certificate III

TUI507C COMPLETE RECEIVIAL/DESPATCH DOCUMENTATION 40
TUI707C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS 40
TUI807C ORGANISE DESPATCH OPERATIONS 40
TUE1207C CONSOLIDATE MANIFEST DOCUMENTATION 20
TUE207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TUIG207C LEAD A WORK TEAM OR GROUP 40
TUIO1607C APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
TUID1207C OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TUID4307B SHIFT LOADS USING GANTRY EQUIPMENT 80
TUID4407B SHIFT LOADS USING CRANES 80

Certificate II

TUIB107C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TUID1007C OPERATE A FORKLIFT 40
TUII107C APPLY QUALITY PROCEDURES 20
TUIK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TUIA1207C PICK AND PROCESS ORDERS 20
TUA2107C DESPATCH STOCK 20
BSBCMN208C DELIVER A SERVICE TO CUSTOMERS 20

Certificate I

TUIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 40
TUIF107C FOLLOW OHS PROCEDURES 20
TUIF207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TUG107C WORK EFFECTIVELY WITH OTHERS 40
TUID207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TUE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TUID107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20

CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI40207
Campus: Werribee, Industry.

Careers: Industry skills training is running a number of courses based on skill sets from this qualification as well as holding ongoing discussions with industry to conduct training in the entire qualification

Course Duration: 3 years

Selection Processes: Employer ChoiceUser Choice (Apprenticeships)

Course Structure: Students must successfully complete a total of 28 units.

Certificate IV

TUIA207C PICK AND PROCESS ORDERS 20
TUA2207C DESPATCH STOCK 20
TUL3607B SHIFT LOADS USING GANTRY EQUIPMENT 80
TUDP507C SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS 30
TURI207C IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES 20
TUL107B APPLY CUSTOMER SERVICE SKILLS 30
TUG207C ORGANISE TRANSPORT OF FREIGHT AND GOODS 20
TUO307C CONSOLIDATE MANIFEST DOCUMENTATION 20
TUID4407B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TUL1107D COORDINATE QUALITY CUSTOMER SERVICE 30
TUL507D APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40
TUG607C FACILITATE WORK TEAMS 50
TUL907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TULF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE 50
TUI1107D COORDINATE QUALITY CUSTOMER SERVICE 30
TUL907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TUL707C APPLY AND AMEND ROSTERS 20
TULP507C MANAGE WORKPLACE INFORMATION 60
TULI207C PREPARE AND PROCESS FINANCIAL DOCUMENTS 30
TULI507C ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS 40
TUL3607B DEVELOP ROSTERS 20
TUL3707B APPLY AND AMEND ROSTERS 20
TULP507C MANAGE WORKPLACE INFORMATION 60
TULI207C PREPARE AND PROCESS FINANCIAL DOCUMENTS 30
TULR207C SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS 30
TULI107B IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES 20
TULU107B IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES 20
TUIA207C PICK AND PROCESS ORDERS 20
TUA2207C DESPATCH STOCK 20
TUL3607B SHIFT LOADS USING GANTRY EQUIPMENT 80
TUDP507C SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS 30
TURI207C IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES 20
FACULTY OF TECHNICAL AND TRADES INNOVATION

TLIA507C CHECK AND EVALUATE RECORDS AND DOCUMENTATION 20
TLIA2307C ORGANISE TRANSPORT OF FREIGHT AND GOODS 20
TLIF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE 50
TLIF707C IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES 40
TLIG507C ORGANISE TRANSPORT WORKLOAD 10
TUL3307B PROMOTE EFFECTIVE WORKPLACE PRACTICE 20
TLIC607C DRIVE MULTI-COMBINATION VEHICLE 40

Certificate III
TULIC407D DRIVE HEAVY RIGID VEHICLE 40
TULIC707C OPERATE VEHICLE CARRYING SPECIAL LOADS 40
TULIC807B MAINTAIN FREIGHT RECORDS 20
TULIC207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TULIF307C COORDINATE BREAKDOWNS AND EMERGENCIES 30
TULIH207C PLAN AND NAVIGATE ROUTES 20
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

Certificate II
BSBCM208A DELIVER A SERVICE TO CUSTOMERS 20
TULIC407D Carry Out Vehicle Inspection 20
TULIC107C DRIVE MEDIUM RIGID VEHICLE 40
TULIC407C LOAD AND UNLOAD GOODS/CARGO 30
TULIC807B PROCESS WORKPLACE DOCUMENTATION 20
TULIC1107C APPLY QUALITY PROCEDURES 20
TULIC107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40

Certificate I
TULIC107C DRIVE VEHICLES 30
TULIC1107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TULIC307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TULIC507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TULIF107C FOLLOW OH&S PROCEDURES 20
TULIF207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TULIG107C WORK EFFECTIVELY WITH OTHERS 40

and planning of the skills.

CAREERS: Employment as a station assistant with Connex

Course Duration: 3 years

Admission Requirements Year 12: Student, Employer choice
Admission Requirements International: Student, Employer choice
Admission Requirements Mature Age: Student, Employer choice
Admission Requirements VET: Student, Employer choice

Selection Process: Employer Choice/User Choice (Apprenticeships)

Course Structure: Students must successfully complete a total of 28 units. Certificate IV

TLIC1907B DRIVE TRAIN TO OPERATIONAL REQUIREMENTS 200
TLIC2307B OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS 200
TULIC207B RESPOND TO TRAIN DRIVING EMERGENCIES AND ABNORMAL SITUATIONS 200
TULIC507B APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40
TULIC907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TULIC307B PROMOTE EFFECTIVE WORKPLACE PRACTICE 20
TULIC207A STABLE A MOTIVE POWER UNIT 20
TULIC107C USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS 20
BSBCM209A PROVIDE INFORMATION TO CLIENTS 20

Certificate III
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
TLIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
THHCS03B DEAL WITH CONFLICT SITUATIONS 20
PSPGOV205B PARTICIPATE IN WORKPLACE CHANGE 20
TLI207C APPLY QUALITY SYSTEMS 40
TULIC307B IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 30

Certificate II
BSBCM216A CREATE CUSTOMER FEEDBACK 20
BSBCM217A PROCESS CUSTOMER FEEDBACK 30
TULIC807B PROCESS WORKPLACE DOCUMENTATION 20
TULIC607C APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TULIC107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TULIC307B APPLY KEYBOARD SKILLS 20
TLIC707B WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20

Certificate I
TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLI107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TULIF107C FOLLOW OH&S PROCEDURES 20
TULID107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLIE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40

CERTIFICATE IV IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)

Course Code: TLI40407

Campus: Werribee, Industry.

About this course: To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.

Course Objectives: To give participants the skills, knowledge and qualification to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedure for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.
CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT - DRIVING INSTRUCTION)
Course Code: TLI41207
Campus: Werribee.
Course Objectives: To give participants the skills, knowledge and qualification to teach others to obtain a licence to drive a motor vehicle.
Careers: Motor vehicle driving instruction.
Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -
Admission Requirements Other: Applicants must hold a current full Victorian Drivers Licence. Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3. Once (prerequisites) are satisfied, students will be selected in order of date of application.
Selection Processes: Employer ChoicePractical TestWritten Test
Course Structure 9 weeks. This course is offered on a part-time basis. Students must successfully complete a total of 11 core units
TLIC3607B APPLY SAFE CAR DRIVING BEHAVIOURS 60
BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBRKG304B MAINTAIN BUSINESS RECORDS 30
TAADEL301B PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
TAADEL403B FACILITATE INDIVIDUAL LEARNING 15
TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS 40
TLIF707B FOLLOW OH&S PROCEDURES 20
TLIC3607B APPLY SAFE CAR DRIVING BEHAVIOURS 60
TLIC3607B APPLY SAFE CAR DRIVING BEHAVIOURS 60
TLIC3607B APPLY SAFE CAR DRIVING BEHAVIOURS 60
TUL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TUL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TUL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
DIPLOMA OF LOGISTICS (I)
Course Code: TLI50107
Course Objectives: This course aims to provide an accredited program at Diploma level for students wishing to pursue a career in an area of logistics and supply management and/or articulate into a relevant area of higher education.
Careers: Provides skills and knowledge to advance your career in such fields as purchasing, materials management, inventory management, warehousing, distribution, transport and customer service.
Course Selection Processes: Direct Entry Interview
UNITS

Below are subject details for courses offered by the School of Industry Skills Training in 2011. IMPORTANT NOTICE: 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.

BCCCM1001C FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to carry out a civil construction work environment. It includes the minimum criteria for competency assessment. This unit includes emergency procedures, the identification of hazards applicable to civil construction workplaces and basic risk assessment.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Written objective tests; Practical projects AND/OR RPL

BCCCM1002B CONDUCT WORKPLACE COMMUNICATION
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to communicate effectively with other workers in a civil construction workplace environment. It includes the minimum criteria for competency assessment. This unit includes gathering, conveying and receiving information through verbal and written forms of communication.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Workplace assessment; Practical exercises; Assignments and/or RPL

BCCCM1003B PLAN AND ORGANISE WORK
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a civil construction site. It includes the minimum criteria for competency assessment. This unit includes pre-work planning and the safe and efficient sequencing of work.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises; Verbal assessment and/or RPL

BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a civil construction work environment. It includes the minimum criteria for competency assessment.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises; Verbal assessment and/or RPL

BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to handle construction material and safely dispose of non-toxic materials. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the manual handling, sorting and stacking of materials, the mechanical handling of materials, the removal of waste and the area clean up.
Nominal Hours: 16
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises and/or RPL

BCCCM2002C USE SMALL PLANT AND EQUIPMENT
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to use a range of small plant and equipment commonly employed in civil construction activities and sites. It includes the minimum criteria for competency assessment. The unit covers the selection of the most appropriate equipment, the planning and preparation for work, the conduct of checks, the use of the plant or equipment and the post operational maintenance and clean up.
Nominal Hours: 16
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Workplace assessment; Practical projects; and/or; RPL

BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to read and interpret plans and specifications relevant to civil construction operations. It includes the minimum criteria for competency assessment. The unit covers the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises; Practical projects; Verbal assessment and/or RPL

BCCCM2004B DRAIN AND DEWATER SITE
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Description: This unit specifies the competency required to drain and/or dewater civil construction project sites for environmental protection purposes and the control of water which may effect construction. It includes the minimum criteria for competency assessment. This unit includes the drainage of surface water and the dewatering of trenches, excavations, pits, wells, ponds and coffer dams.
Nominal Hours: 12
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Workplace assessment; Practical projects; and/or RPL.

**BCCCM2005B**  CARRY OUT MANUAL EXCAVATION

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to carry out safe and effective manual excavation for situations requiring basic benching and battering but not requiring formal shoring. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.

Nominal Hours: 8

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises and/or RPL.

**BCCCM2006B**  SUPPORT PLANT OPERATIONS

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required by a spotter to support plant operations on a construction site. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.

Nominal Hours: 8

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Workplace assessment; Practical exercises; Verbal assessment and/or RPL.

**BCCCM2007B**  SPREAD AND COMPACT MATERIALS MANUALLY

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to spread and compact soils and aggregate with hand tools, hand tampers and small compaction equipment. It also includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the direction and guidance of plant operations, and the manual finishing and clean up of jobs.

Nominal Hours: 12

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Workplace assessment; Practical exercises; and/or RPL.

**BCCCM2008B**  CARRY OUT BASIC LEVELLING

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to carry out basic levelling including the establishment of earthwork alignment and the transfer of heights from the survey control. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the establishment of alignment, the set up and use of levelling devices and the recording of outcomes.

Nominal Hours: 8

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Written objective tests; Oral test/technical interview; Workplace assessment; Practical exercises; RPL.

**BCCCM2009B**  WORK IN CONFINED SPACES

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment. This unit includes entry and exit procedures, assessment of associated risks and how to operate safely in a confined space which is at atmospheric pressure during occupancy.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

**BCCCM2010B**  INSTALL TRENCH SUPPORT

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench. It includes the minimum criteria for competency assessment. This unit includes the set out, installation and removal of shoring.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

**BCCCM2012B**  CARRY OUT CONCRETE WORK

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to carry out concreting work on civil construction projects to foundations, slabs and retaining structures. It includes the minimum criteria for competency assessment. This unit includes setting out, reinforcing, erecting and dismantling formwork, placing, finishing and curing concrete.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

**BCCCM2013C**  CONTROL TRAFFIC WITH A STOP-SLOW BAT

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to control traffic on public roads and construction sites for the protection of site workers and the general public, including the minimum criteria for competency assessment. This unit includes operating a radio and using a stop-slow bat.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to identify, locate and protect underground services in preparation of a site for construction operations. It includes the minimum criteria for competency assessment. This unit includes searching for known or potential services or utilities which may exist under the surface of a specified excavation site.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises; Practical projects; Assignment and/or RPL.

BCCCM3001B CONSTRUCT AND DISMANTLE TEMPORARY FENCING AND GATES
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to construct, maintain and dismantle fences and gates to isolate work sites or re-fence existing land owners property. It includes the minimum criteria for competency assessment. This unit includes isolation fences and gates for equipment and materials preventing accidents due to unauthorised access on civil construction sites.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Practical exercises and/or RPL.

BCCCM3003B IMPLEMENT TRAFFIC MANAGEMENT PLAN
Descriptions: This unit specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to the safety of the public and workers is minimised. It includes the minimum criteria for competency assessment. The unit includes traffic management plans for public and private roads, parking areas and restricted access construction sites.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Written objective tests; Practical exercises.

BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit covers the competency to carry out site based risk control processes. It includes the minimum criteria for competency assessment. The unit covers the three preliminary steps of identifying site based hazards, assessing the risk and identification of unacceptable risk situations. It requires the referral of critical unacceptable risk situations to others. For other circumstances it requires the identification of courses of action, the initiation of action and the completion of site records and reports.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Written objective tests; Workplace assessment; Practical exercises and/or RPL.

BCCPO3003B CONDUCT EXCAVATOR OPERATIONS
Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction excavator operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the excavator for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Nominal Hours: 200
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Written objective tests; Oral test; Workplace assessment; Practical projects.
BCCPO3004B  CONDUCT WHEELED FRONT END LOADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction front end loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the front end loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Nominal Hours: 160
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Written objective tests; Oral test; Workplace assessment; Practical exercises;

BCCPO3006B  CONDUCT GRADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction grader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the grader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Nominal Hours: 240
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Project work; Written objective tests; Oral test; Workplace assessment; Practical exercises;

BCCPO3008B  CONDUCT SKID STEER LOADER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction skid steer loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the skid steer loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Nominal Hours: 80
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

BCCPO3013B  CONDUCT ROLLER OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction roller operations to roll and compact materials. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the roller for a range of mandatory tasks and the conduct of operator maintenance activities.
Nominal Hours: 80
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Written objective tests; Workplace assessment; Practical exercises.

BCCPO3014B  CONDUCT WATER CART OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction water cart operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the water cart for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

BCCPO3016B  CONDUCT DUMP TRUCK OPERATIONS

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to conduct civil construction dump truck operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the dump truck for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.
Nominal Hours: 60
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Written objective tests; Workplace assessment; Practical exercises; Practical projects.

BCCRC2001B  REPAIR POTHOLES

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit covers the competency required to repair potholes using pavement materials, hot mix and cold mix preparations. It includes the minimum criteria for competency assessment. The unit includes preparation, repair and clean up of the pavement and the wearing surface.
Nominal Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Simulated workplace assessment; Workplace assessment; Practical exercises.

BCCRC2003B  INSTALL SUB-SOIL DRAINAGE

Prerequisites: BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Descriptions: This unit specifies the competency required to install sub-soil drainage to drain water away from the road pavement. It includes the minimum criteria for competency assessment. This unit includes the setting out of sub-soil drains,
placement of bedding materials, installation of sub-soil drainage components and the monitoring of backfilling and compacting.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2004B INSTALL AND MAINTAIN ROADSIDE FIXTURES**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to install and maintain roadside fixtures to design specifications. It includes the minimum criteria for competency assessment. The unit includes planning and preparation of the work, the installation, repair and maintenance of guard rails, road fencing, guide posts and delineators and the maintenance of signs.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2008B LAY PIPES**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to install pipes and drainage pipe culverts that form part of the road drainage system. It includes the minimum criteria for competency assessment. This unit includes the setting out of excavations/trenches, installing of bedding materials, lowering and positioning of pipes/pipe culverts, completion and backfilling.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC3001B MAINTAIN DRAINAGE SYSTEMS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to maintain drainage systems. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the maintenance of draining system components, excavation for drainage repairs, repair of drainage systems, the inspection and repair of culverts, the maintenance of open drains and work finalisation activities.

**Nominal Hours:** 16

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC3003B LAY PAVERS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to lay pavers. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the preparation of the base or substrate, the cutting and laying of pavers, including the finishing and work finalisation activities.

**Nominal Hours:** 24

**Required Reading:** VU produced Unit Learning Resources (Various) VU 2008 VU

**Assessment:** Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

**BCCRC3004B MAINTAIN SEALED ROADS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to maintain sealed roads. Maintenance includes the manual functions of a maintenance crew or team and the coordination of plant operator support. The functions include the preparation and planning of work, coordination of resources and functions to repair and maintain pavement failures, edges and surface cracks. Curb and drainage system maintenance are not included.

**Nominal Hours:** 32

**Required Reading:** -

**Assessment:** Simulated workplace assessment; Project work; Questionnaire; Written objective tests; Oral test/technical interview; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; RPL.

**BCCRC3006B CONDUCT EARTHWORKS**

**Locations:** Werribee, Industry.

**Prerequisites:** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Descriptions:** This unit specifies the competency required to conduct the construction of the earthworks associated with road projects. It includes the minimum criteria for competency assessment. This unit includes the planning and preparation, set out of offset/recovery pegs, the support of plant in the formation and compaction of the earthworks and the determination of resources throughout the activity.

**Nominal Hours:** 80

**Required Reading:** VU 2008 VU produced Unit Learning Resources (Various) VU

**Assessment:** Simulated workplace assessment; Oral test/technical interview; On job or workplace assessment; Practical projects; Assignments; Verbal assessment; RPL.

**BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

**Locations:** Werribee, Industry.

**Descriptions:** Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

**Nominal Hours:** 20

**Required Reading:** -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
BCG1001A  CARRY OUT OH&S REQUIREMENTS

**Locations:** Werribee, Industry.

**Descriptions:** Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1002A  PLAN AND ORGANISE WORK

**Locations:** Werribee, Industry.

**Descriptions:** Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1003A  READ AND INTERPRET PLANS

**Locations:** Werribee, Industry.

**Descriptions:** Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.

**Nominal Hours:** 36

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1004A  CARRY OUT MEASUREMENTS AND CALCULATIONS

**Locations:** Werribee, Industry.

**Descriptions:** Obtain measurements; Perform simple calculations; Estimate approximate quantities.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1005A  USE HAND AND POWER TOOLS

**Locations:** Werribee, Industry.

**Descriptions:** Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.

**Nominal Hours:** 80

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1006A  USE SMALL PLANT AND EQUIPMENT

**Locations:** Werribee, Industry.

**Descriptions:** Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.

**Nominal Hours:** 16

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1007A  ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

**Locations:** Werribee, Industry.

**Prerequisites:** BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.

**Descriptions:** Plan and prepare work; Erect safety barriers; Erect scaffolding; Dismantle scaffold; Clean up.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:**

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

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BCG1008A  USE SIMPLE LEVELLING DEVICES

**Locations:** Werribee, Industry.

**Descriptions:** Plan and prepare work; Set up and use levelling device; Transfer heights
with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.

Nominal Hours: 8

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS


Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Descriptions: Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.

Nominal Hours: 40

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE


Descriptions: Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.

Nominal Hours: 16

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)


Prerequisites: BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Descriptions: Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.

Nominal Hours: 20

Required Reading: -

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

This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.
BSBCMN216A  CREATE CUSTOMER FEEDBACK
Descriptions: This unit specifies the outcomes required to deal with customer relationships at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.
Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

BSBCMN217A  PROCESS CUSTOMER FEEDBACK
Descriptions: This unit specifies the outcomes required to deal with customer feedback at an introductory operational level.
Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

BSBPUR402B  NEGOTIATE CONTRACTS
Descriptions: This unit specifies the outcomes required to negotiate terms of contracts with suppliers, and prepare and finalise contracts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency's learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR501B  DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES
Descriptions: 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
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency's learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR502B  MANAGE SUPPLIER RELATIONSHIPS
Descriptions: 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
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency's learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR504B  MANAGE A SUPPLY CHAIN
Descriptions: 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
Required Reading: -
Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency's learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBRKG304A  MAINTAIN BUSINESS RECORDS
Descriptions: This unit describes the work required to maintain the records of a business or records system in good order on a day-to-day basis. It includes the work to gather together records that are subject to business or records system updates, to perform those updates, and to retrieve reports from the system in response to a request.
Nominal Hours: 40
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical

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exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

**CPCCC4045A  PERFORM ADVANCED RIGGING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to perform advanced rigging, including planning and preparing for work, conducting operational checks, safely and effectively performing advanced rigging activities for a range of tasks including the erection and dismantling of lifting devices, placing and securing h文明prefabricated scaffolds, fixing and securing permanent guys, demolition activities, and load distribution and calculation in accordance with designated Australian standards. A Certificate of Competency or Licence in Intermediate Rigging issued by a state or territory OHS authority is a prerequisite for this unit.

**Nominal Hours:** 100

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCC4046A  ERECT AND DISMANTLE ADVANCED SCAFFOLDING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to erect and dismantle advanced scaffolding, including planning and preparation for work, conducting operational checks, safely and effectively erecting and dismantling advanced scaffolding activities for a range of tasks, including erecting and dismantling hung scaffolds, suspended scaffolds, and tube and coupler scaffolding systems to provide work platforms, edge protection and access ways in accordance with designated Australian standards. A Certificate of Competency/Licence in Intermediate Scaffolding issued by a state or territory OHS authority is a prerequisite for this unit.

**Nominal Hours:** 40

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCC4047A  QUALITY ASSURE FIRE RATED LINING SYSTEMS**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to quality assure fire-rated lining systems, including walls, ceilings, structures, openings and penetrations. The unit covers planning and preparation for the work, identification of authorised installation requirements, and inspection and certification that all materials and installation techniques comply with authorised standards.

**Nominal Hours:** 40

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCCM3002A  OPERATE A TRUCK MOUNTED LOADING CRANE**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to safely and effectively operate a truck mounted loading crane to load and unload building products delivered from supplier to the construction site. It includes set-up, operation, control and shut down of the crane.

**Nominal Hours:** 40

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCDO2001A  HANDLE AND USE DOGGING TOOLS AND EQUIPMENT**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to move, locate and store dogging equipment and use associated tools; assist project planning and ensure OHS requirements. The unit includes delivery, selection, positioning and maintenance of dogging tools and equipment.

**Nominal Hours:** 8

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCDO3001A  PERFORM DOGGING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to undertake basic dogging work, both in sight and out of sight of the crane operator, for the purpose of shifting loads mechanically. The unit includes selecting sling types and sizes and maintaining the stability of the load.

**Nominal Hours:** 80

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCDO3002A  PERFORM CRANE SCHEDULING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to schedule dogging operations to ensure safe, efficient and effective use of the crane within the overall daily site plan and operations. The unit includes coordinating and prioritising loads for the various construction elements of a project.
Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLDG3001A LICENSE TO PERFORM DOGGING

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/operator for licensing purposes.
Nominal Hours: 80
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLHS3001A LICENSE TO OPERATE A PERSONNEL AND MATERIALS HOIST

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to operate a builder’s hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be a cantilever hoist, a tower hoist or a multiple winch operation. Included in this definition are situations where winches may be configured to operate as hoists for the transportation of personnel for licensing purposes.
Nominal Hours: 32
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLHS3002A LICENSE TO OPERATE A MATERIALS HOIST

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to operate a materials hoist being a builder’s hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure for licensing purposes.
Nominal Hours: 24
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLRG3001A LICENSE TO PERFORM RIGGING - BASIC LEVEL

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.
Nominal Hours: 196
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLRG3002A LICENSE TO PERFORM RIGGING - INTERMEDIATE LEVEL

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to perform rigging work at the intermediate level, which includes all the outcomes for rigging work at the basic level, and also includes rigging of cranes, rigging of conveyors, rigging of derricks and excavators, rigging associated with tilt slabs, rigging associated with demolition work, and dual lifts for licensing purposes.
Nominal Hours: 24
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLRG4001A LICENSE TO PERFORM RIGGING — ADVANCED LEVEL

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to perform rigging work at the advanced level, which includes all the outcomes for rigging work at the basic and intermediate levels, and also includes rigging of gin poles and shear legs, flying foxes and cable ways, guyed derricks and structures, and suspended scaffolds and fabricated hung scaffolds for licensing purposes.
Nominal Hours: 40
Required Reading: VU Produced Work Books VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CPCCLSF2001A LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - BASIC LEVEL

Locations: Werribee.
Descriptions: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.
Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSLF3001A  LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - INTERMEDIATE LEVEL**

Locations: Werribee.

Descriptions: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the Intermediate level which includes use and operation of Cantilevered crane-loading platforms, Barrow ramps and sloping platforms, perimeter safety screens and shutters Mast climbers, and tube and coupler scaffolds (including tube and coupler covered ways and gantries) for licensing purposes.

Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSLF4001A  LICENSE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING - ADVANCED LEVEL**

Locations: Werribee.

Descriptions: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the Advanced level. Scaffolding consists of all intermediate scaffolding work including all other scaffolding work connected with the use and operation of Hung scaffolds and Suspended scaffolds for licensing purposes.

Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3003A  PERFORM INTERMEDIATE RIGGING**

Locations: Werribee.

Descriptions: This unit of competency specifies the outcomes required to erect or install permanent steel structures, coordinating the slinging, stability, lifting, moving and placement of loads in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.

Nominal Hours: 40
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3004A  PERFORM ADVANCED STRUCTURAL STEEL ERECTION**

Locations: Werribee.

Descriptions: This unit of competency specifies the outcomes required to erect or install advanced permanent steel structures, coordinating the slinging, stability, lifting, moving and placement of loads in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.

Nominal Hours: 24
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3005A  PERFORM ADVANCED TILT-UP SLAB ERECTION**

Locations: Werribee.

Descriptions: This unit of competency specifies the outcomes required to conduct advanced tilt-up slab erections coordinating the slinging, stability, lifting, moving, placement and storage of slabs in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.

Nominal Hours: 24
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCRI3006A  PERFORM ADVANCED TOWER CRANE ERECTION**

Locations: Werribee.

Descriptions: This unit of competency specifies the outcomes required to conduct advanced tower crane erection coordinating the slinging, stability, lifting, moving and placement of tower cranes and tower crane sections in conjunction with the crane operator. It includes equipment selection, load distribution and calculation.

Nominal Hours: 16
Required Reading: VU produced workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCSC2001A  SAFELY HANDLE AND USE SCAFFOLDING TOOLS AND EQUIPMENT**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to safely move, locate, inspect, service and store scaffolding together with associated tools and equipment, in order to assist project planning and ensure OHS requirements and manufacturer specifications are met. It includes delivering, selecting, positioning and maintaining scaffolding tools and equipment.

**Nominal Hours:** 8

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCSC2002A  ERECT AND DISMANTLE BASIC SCAFFOLDING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to erect and dismantle a range of modular scaffolding systems to provide work platforms for construction purposes. It includes edge protection, access ways and falsework (scaffold support systems for formwork).

**Nominal Hours:** 56

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCSC3001A  ERECT AND DISMANTLE INTERMEDIATE SCAFFOLDING**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to erect and dismantle all types of tube and coupler scaffolding systems to provide work platforms for construction purposes and all work associated with modular scaffolding systems. It includes edge protection, access ways and falsework (scaffold support systems for formwork).

**Nominal Hours:** 56

**Required Reading:** VU produced workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**CPCCSF3001A  APPLY REINFORCEMENT SCHEDULE**

**Locations:** Werribee.

**Descriptions:** This unit of competency specifies the outcomes required to interpret the reinforcement schedule and use it to confirm and locate materials to support construction activities. It includes planning and preparation for work, reading and interpretation of the schedule, and use of the schedule to confirm materials, locate materials for construction use and provide information to others on site.

**Nominal Hours:** 16

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**MEM11. 15A  INVENTORY MANAGEMENT**

**Locations:** Werribee, Industry.

**Descriptions:** This unit applies to the supervision of a warehouse inventory system used by other warehouse, production, maintenance or management personnel.

**Nominal Hours:** 60

**Required Reading:** -

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

**PRSSO208A GIVE EVIDENCE IN COURT**

**Locations:** Werribee, Industry.

**Descriptions:** This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings. This work would be carried out under routine supervision and within organisational guidelines.

**Nominal Hours:** 4

**Required Reading:** -

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

**PRSSO305A MANAGE CONFLICT THROUGH NEGOTIATION**

**Locations:** Werribee, Industry.

**Descriptions:** This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess security risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

**Nominal Hours:** 16

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
PRSSO316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES


Descriptions: This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

Nominal Hours: 16

Required Reading: -

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

PSPGOV205B PARTICIPATE IN WORKPLACE CHANGE


Descriptions: This unit covers participation in the change process within a workgroup. It includes suggesting options for change and contributing to the implementation of change.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment:

PSPPROC406A PROCURE GOODS AND SERVICES


Descriptions: This unit covers the expenditure of public monies for simple procurement of low value/low risk goods and services using contractual arrangements that include simple tendering and requests for quotation. The unit requires analysis and decision making in the procurement process which is undertaken under limited supervision. It includes planning and undertaking procurement, managing contractors and completing contractual arrangements.

Nominal Hours: 60

Required Reading: -

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC409A RECEIVE AND SELECT OFFERS


Descriptions: This unit covers the receiving and selecting of offers as a result of a formal request for offer process. It includes receipt and evaluation managing the distribution and receipt of offers, selecting preferred providers, formalising contractual arrangements, and debriefing the market and other stakeholders. In practice, receiving and selecting offers may overlap with other public sector generalist and specialist work activities such as acting ethically, complying with legislation, applying government processes, working with diversity, gathering and analysing information, etc.

Nominal Hours: 30

Required Reading: -

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC502A ESTABLISH CONTRACT MANAGEMENT ARRANGEMENTS


Descriptions: This unit covers the establishment of arrangements for contract management by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.
Nominal Hours: 50
Required Reading: -

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks; written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

PSPPROC503A MANAGE CONTRACT PERFORMANCE

Descriptions: This unit covers the implementation of strategies that ensure effective contract performance by officers whose primary role is contract management, and who may or may not have had involvement in the procurement process preceding execution of the contract.

Nominal Hours: 50
Required Reading: -

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and work based practical tasks; written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

RTC2209A INSTALL, MAINTAIN & REPAIR FENCING
Locations: Werribee.

Descriptions: This competency standard covers the functions required to carry out safe and effective conventional fencing work. Conventional fencing refers to past and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work functions in this standard are likely to be carried out under routine supervision within enterprise guidelines.

Nominal Hours: 30
Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2210A MAINTAIN PROPERTIES & STRUCTURES
Locations: Werribee.

Descriptions: This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not require the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.

Nominal Hours: 30
Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2301A UNDERTAKE OPERATIONAL MAINTENANCE OF MACHINERY
Locations: Werribee.

Descriptions: This competency standard covers basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.

Nominal Hours: 30
Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
RTC2304A OPERATE & MAINTAIN CHAINSAWS
 Locations: Werribee.
 Descriptions: This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.
 Nominal Hours: 40
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2306A OPERATE VEHICLES
 Locations: Werribee.
 Descriptions: This competency standard covers the process of maintaining and operating vehicles in rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under minimal supervision within enterprise guidelines.
 Nominal Hours: 20
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2307A OPERATE MACHINERY & EQUIPMENT
 Locations: Werribee.
 Descriptions: This competency standard covers the maintenance and operation of machinery and equipment. A practical application of skills and knowledge is required to carry out pre-operational checks, calibrate equipment, report faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. This work is likely to be carried out under routine supervision within enterprise guidelines.
 Nominal Hours: 30
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTC2309A OPERATE TRACTORS
 Locations: Werribee.
 Descriptions: This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competency in tractor operation requires an awareness of licensing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise.
 Nominal Hours: 30
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2004A COLLECT, PREPARE & PRESERVE PLANT SPECIMENS
 Locations: Werribee.
 Descriptions: This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes. It requires the ability to collect appropriate plant specimens, prepare and preserve them and to record data. Collecting, preparing and preserving plant specimens requires knowledge of plant lifecycles, plant recognition, simple taxonomic keys, and legislative limitations on the collection of flora including threatened species.
 Nominal Hours: 30
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2202A CONDUCT EROSION & SEDIMENT CONTROL ACTIVITIES
 Locations: Werribee.
 Descriptions: This competency standard covers the process of carrying out erosion and sediment control activities in both urban and rural environments. It requires the ability to identify erosion and sediment control structures, carry out routine work in compliance with control measures, undertake work in accordance to legislation and community expectation and project specifications. Conducting erosion and sediment control activities requires knowledge of basic issues related to erosion and sedimentation, role of vegetation, characteristics of soils with an emphasis on erosion prone soils, relevant legislation and local environmental parameters.
 Nominal Hours: 40
 Required Reading: VU Produced Work Books VU
 Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
RTD2206A INSTALL AGGREGATE PATHS

Locations: Werribee.

Descriptions: This competency standard covers the process of installing aggregates paths. It requires the ability to plan and prepare for installation, set out the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregates paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2312A INSPECT MACHINERY FOR PLANT, ANIMAL & SOIL MATERIAL

Locations: Werribee.

Descriptions: This competency standard covers the process of formally inspecting machinery for material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for inspection, carry out thorough inspection of equipment, prepare reports and dispose of waste. Inspection is likely to be carried out under routine supervision and may involve operating in a team environment. Inspecting machinery for plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

RTD2313A CLEAN MACHINERY OF PLANT, ANIMAL & SOIL MATERIAL

Locations: Werribee.

Descriptions: This competency standard covers the process of cleaning machinery of plant, animal and soil material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for cleaning, carry out thorough cleaning of equipment and the appropriate disposal of waste. Cleaning is likely to be carried out under routine supervision and may involve operating in a team environment. Cleaning machinery of plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.

Nominal Hours: 20

Required Reading: VU Produced Work Books VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TDAI1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS


Descriptions: TBA

Nominal Hours: 30

Required Reading: -

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

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION


Descriptions: Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.

Nominal Hours: 20

Required Reading: -

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

TDTD1097B OPERATE A FORKLIFT


Descriptions: Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

Nominal Hours: 40

Required Reading: Australian Standards - VU Produced Workshops

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

TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES


Descriptions: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

Nominal Hours: 40

Required Reading: -

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

TDTE1398B APPLY WORKPLACE STATISTICS


Descriptions: Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.

Nominal Hours: 20

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

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS
Descriptions: Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.
Nominal Hours: 30
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

TDTE701A USE COMMUNICATION SYSTEMS
Descriptions: Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTE897B PROCESS WORKPLACE DOCUMENTATION
Descriptions: Plan documentation; Complete documentation.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

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

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

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES
Descriptions: Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.
Nominal Hours: 30
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES
Descriptions: Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES
Descriptions: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.
Nominal Hours: 40
SCHOOL OF INDUSTRY SKILLS TRAINING

**TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

**Locations:** Werribee, Industry.

**Descriptions:** Communicate with customers and colleagues from diverse backgrounds; deal with cross-cultural misunderstandings.

**Nominal Hours:** 20

**Required Reading:** -

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

**TDTI297C APPLY CUSTOMER SERVICE SKILLS**

**Locations:** Werribee, Industry.

**Descriptions:** Deal with customer inquiries; monitor customer satisfaction.

**Nominal Hours:** 30

**Required Reading:** -

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

**TDTJ197B APPLY QUALITY PROCEDURES**

**Locations:** Werribee, Industry.

**Descriptions:** Apply quality concepts; trial improvements; implement improvements.

**Nominal Hours:** 20

**Required Reading:** -

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

**TDTJ297B APPLY QUALITY SYSTEMS**

**Locations:** Werribee, Industry.

**Descriptions:** Work within a quality improvement system; use quality improvement systems, tools and techniques.

**Nominal Hours:** 40

**Required Reading:** -

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

**TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE**

**Locations:** Werribee, Industry.

**Descriptions:** Identify infotechnology/computer equipment and systems; set up and shut down equipment for use; input, store, retrieve and present files/data; implement workplace procedures for management and security of data.

**Nominal Hours:** 40

**Required Reading:** -

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

**TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS**

**Locations:** Werribee, Industry.

**Descriptions:** Analyse work flow in the workplace in relation to productivity; coordinate and advise on work practices; identify industrial relations processes which affect the workplace and the operations of its various zones; organise staff and equipment to complete specific tasks; assist the team to maintain workplace security.

**Nominal Hours:** 40

**Required Reading:** -

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

**TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES**

**Locations:** Werribee, Industry.

**Descriptions:** Plan and develop operational procedures; monitor the implementation of the operational procedure(s); evaluate the implementation of operational procedures.

**Nominal Hours:** 30

**Required Reading:** -

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

**TDTO1198B PROVIDE REVENUE PROTECTION MEASURES**

**Locations:** Werribee, Industry.

**Descriptions:** Prepare for revenue protection activities; implement revenue protection procedures.

**Nominal Hours:** 20

**Required Reading:** -

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

**TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR**

**Locations:** Werribee, Industry.

**Descriptions:** Monitor passenger behaviour; identify and resolve disruptive/unlawful activity; take action to control unlawful behaviour; report and document incident(s).

**Nominal Hours:** 20

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

**TDHQ2988 SET AND ACHIEVE BUDGET**


Descriptions: Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.

Nominal Hours: 40

Required Reading: 

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

**THHGLE10B MANAGE WORKPLACE RELATIONS**


Descriptions: This unit deals with the skills and knowledge required to manage workplace relations from an industrial relations perspective. It focuses on the skills and knowledge needed by frontline managers, owners/managers of small businesses and human resource specialists. A more strategic approach to overall employee relations is found in the unit BSNHR603A Manage employee relations strategies and plans in the Business Services Training Package.

Nominal Hours: 60

Required Reading: 

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

**TLIA1207C PICK AND PROCESS ORDERS**


Descriptions: This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA1507C COMPLETE RECEIVAL/DESPATCH DOCUMENTATION**


Descriptions: This unit involves the skills and knowledge required to complete receipt/despatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA1707C APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS**


Descriptions: This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA1807C ORGANISE DESPATCH OPERATIONS**


Descriptions: This unit involves the skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA1407C USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS**


Descriptions: This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements including identifying products in a subsection of a warehouse or other storage area, examining quality and reporting on products, and using inventory and labelling systems to identify and locate products.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA2007C REPLENISH STOCK**


Descriptions: This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA2107C DESPATCH STOCK**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA2207C PARTICIPATE IN STOCK TAKES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to participate in stock takes in accordance with workplace requirements including preparing for stock takes, conducting stock takes, counting stock, identifying stock discrepancies, and completing all required documentation.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA2307C COORDINATE STOCK TAKES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to coordinate stock takes in accordance with workplace requirements including planning stock takes, coordinating stock take activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIA2507D REGULATE TEMPERATURE CONTROLLED STOCK**

**Locations:** Werribee.

**Descriptions:** This unit involves the skills and knowledge required to regulate temperature controlled stock in accordance with workplace requirements including identifying goods requiring temperature control, monitoring temperature of goods, and identifying and rectifying any identified problems in accordance with workplace procedures.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIA2807C ASSESS AND MONITOR OPTIMUM STOCK LEVELS**

**Locations:** Werribee.

**Descriptions:** This unit involves the skills and knowledge required to assess and monitor optimum stock levels in accordance with workplace requirements including assessing projected demand, assessing variables that impact upon optimum stock levels, determining optimum inventory levels, and monitoring optimum inventory levels.

**Nominal Hours:** 70

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIA3107C CONSOLIDATE FREIGHT**

**Locations:** Werribee.

**Descriptions:** This unit involves the skills and knowledge required to consolidate freight including assessing the scope to consolidate freight, combining or consolidating multiple shipments of products into higher volume shipments, and the related preparation of consignment documentation.

**Nominal Hours:** 30

**Required Reading:** VU produced Workbooks

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIA3207C ORGANISE TRANSPORT OF FREIGHT AND GOODS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL
TLIA507C CHECK AND EVALUATE RECORDS AND DOCUMENTATION


Descriptions: This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIA907E COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION


Descriptions: This unit involves the skills and knowledge required to complete and or evaluate import and export documentation, and check documentation in accordance with the requirements of Customs and related legislation and workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Nominal Hours: 30

Required Reading: VU Produced Workbooks VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLIB107C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT


Descriptions: This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIC107C DRIVE VEHICLES


Descriptions: This unit involves the skills and knowledge required to drive commercial light vehicles and cars safely, including the systematic, safe and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

Nominal Hours: 60

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIC1907B DRIVE TRAIN TO OPERATIONAL REQUIREMENTS


Descriptions: This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safeworking and regulatory requirements and workplace procedures. This includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handing over a train to a relief crew and stubbing it at the end of a journey.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIC2307B OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS


Descriptions: This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safeworking and regulatory requirements and workplace procedures. This includes following route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIC2307B OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS


Descriptions: This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safeworking and regulatory requirements and workplace procedures. This includes following route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

Nominal Hours: 200

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL
**TLIC2707A STABLE A MOTIVE POWER UNIT**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes determining the required stabilising location, shunting and securing the train, stabilising and securing the motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

**Nominal Hours:** 60

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**
- Written objective tests
- Written response, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

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**TLIC307C DRIVE MEDIUM RIGID VEHICLE**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to drive a medium rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**
- Written objective tests
- Written response, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

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**TLIC3607A APPLY SAFE DRIVING BEHAVIOURS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the high-level safe driving skills and knowledge required by drivers to enable them to apply safe driving behaviours. This includes higher order skills, such as hazard perception, risk control and safe driving judgment, decision making and multi-tasking.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:**
- The following methods may be used in assessing units:
  - Written objective tests
  - Written response, short and extended answers
  - Oral test / technical interview
  - On job or workplace assessment
  - Practical / exercises
  - Practical projects
  - Assignments
  - Personal appraisal
  - Verbal assessment
  - Profiling
  - RPL

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**TLIC607C DRIVE MULTI-COMBINATION VEHICLE**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to drive a multi-combination vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**
- Written objective tests
- Written response, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

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**TLIC407D DRIVE HEAVY RIGID VEHICLE**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**
- Written objective tests
- Written response, short and extended answers
- Oral test / technical interview
- On job or workplace assessment
- Practical / exercises
- Practical projects
- Assignments
- Personal appraisal
- Verbal assessment
- Profiling
- RPL

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**TLIC707C OPERATE VEHICLE CARRYING SPECIAL LOADS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to drive a vehicle carrying a special load safely including compliance with road traffic authority and other relevant government regulations and company policies; and effective management of hazardous situations.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIC807C DRIVE COACH/BUS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to drive a passenger coach/bus safely including systematic and efficient control of all coach/bus functions; monitoring of traffic and road conditions; management of coach/bus condition and performance; and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLID1007C OPERATE A FORKLIFT**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfill operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLID107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLID207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLID307D HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures, selecting handling techniques, and handling and storing dangerous goods and hazardous substances.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLID3507C OPERATE A BOOM TYPE ELEVATING WORK PLATFORM**

**Locations:** Werribee.

**Descriptions:** This unit involves the skills and knowledge required to operate a boom type elevating work platform, including inspecting and testing the elevating work platform, assessing job requirements and work, planning work and setting up for lift, carrying out the elevation, implementing planned hazard control and strategies, and packing up the work platform after operations.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
TLID407C LOAD AND UNLOAD GOODS/CARGO


Descriptions: This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLID4307B SHIFT LOADS USING GANTRY EQUIPMENT


Descriptions: This unit involves the skills and knowledge required to shift loads using gantry equipment in accordance with workplace and regulatory requirements, including planning the work for the prevailing working conditions; using the controls and operating systems to manage the operation of the equipment; locating the load and identifying the load characteristics; safely moving the load; monitoring the controls; and stopping, shutting down and securing the equipment after the completion of operations.

Nominal Hours: 80

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLID4407B SHIFT LOADS USING CRANES


Descriptions: This unit involves the skills and knowledge required to shift loads using cranes in accordance with workplace and regulatory requirements, including planning the work for the prevailing working conditions; using the controls and operating systems to manage the operation of the crane; locating the load and identifying load characteristics; safely moving the load; monitoring the controls; and stopping, shutting down and securing the crane after the completion of operations.

Nominal Hours: 80

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIE1207C CONSOLIDATE MANIFEST DOCUMENTATION


Descriptions: This unit involves the skills and knowledge required to consolidate manifest documentation including the identification of the documentation required and the processing of the information in accordance with workplace procedures.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLI1807B MAINTAIN FREIGHT RECORDS


Descriptions: This unit involves the skills and knowledge required to maintain freight records in accordance with workplace requirements including the recording of all freight receipts and freight despatch documentation in accordance with workplace procedures and relevant regulatory requirements.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIE207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS


Descriptions: This unit involves the skills and knowledge required to estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors. This includes estimating loads to be transported or placed in storage, identifying mass, area, and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLI507C CARRY OUT BASIC WORKPLACE CALCULATIONS


Descriptions: This unit involves the skills and knowledge required to carry out basic routine workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIE707B USE COMMUNICATION SYSTEMS


Descriptions: This unit involves the skills and knowledge required to use communication systems including identifying system features, operating a
communication system effectively, using appropriate communication protocols when using a system, maintaining equipment, and completing documentation.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF1007C APPLY FATIGUE MANAGEMENT STRATEGIES


Descriptions: This unit involves the skills and knowledge required to apply fatigue management strategies, including identifying and acting upon signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF107C FOLLOW OH&S PROCEDURES


Descriptions: This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

Nominal Hours: 20

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

TLIF1307C COORDINATE BREAKDOWNS AND EMERGENCIES


Descriptions: This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation.

Nominal Hours: 30

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE


Descriptions: This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs.

Nominal Hours: 50

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF207C CONDUCT HOUSEKEEPING ACTIVITIES


Descriptions: This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF2107B RESPOND TO TRAIN DRIVING EMERGENCIES AND ABNORMAL SITUATIONS


Descriptions: This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving a train in accordance with regulatory requirements, relevant codes of practice and workplace procedures,
including identifying and responding to emergency situations and abnormal situations; arranging follow-on support and assistance; and communicating with staff in accordance with workplace procedures and relevant safeguarding code requirements.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written
objective tests - Written responses, short and extended answers - Oral test / technical
interview - On job or workplace assessment - Practical / exercises - Practical projects -
Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIF707C  IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY
PROCEDURES


Descriptions: This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written
objective tests - Written responses, short and extended answers - Oral test / technical
interview - On job or workplace assessment - Practical / exercises - Practical projects -
Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIG107C  WORK EFFECTIVELY WITH OTHERS


Descriptions: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written
objective tests - Written responses, short and extended answers - Oral test / technical
interview - On job or workplace assessment - Practical / exercises - Practical projects -
Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIG207C  LEAD A WORK TEAM OR GROUP


Descriptions: This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: - Written
objective tests - Written responses, short and extended answers - Oral test / technical
interview - On job or workplace assessment - Practical / exercises - Practical projects -
Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIG507C  ORGANISE TRANSPORT WORKLOAD


Descriptions: This unit involves the skills and knowledge required to organise transport workload, including organising and accepting responsibility for own workload, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Nominal Hours: 10
Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

Interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIG607C FACILITATE WORK TEAMS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to lead and facilitate work teams, including participating and providing leadership in team planning, developing team commitment and cooperation, managing and developing team performance, and participating in and facilitating the work of work teams/groups.

**Nominal Hours:** 50

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIG707B WORK IN A SOCIALLY DIVERSE ENVIRONMENT**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

**Nominal Hours:** 20

**Required Reading:**

**Assessment:**

The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test/technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

**TLIH207C PLAN AND NAVIGATE ROUTES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.

**Nominal Hours:** 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIH207D PLAN AND NAVIGATE ROUTES**

**Locations:** Footscray Nicholson.

**Descriptions:** This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.

**Nominal Hours:** 20

**Required Reading:** The Management of Integrated Logistics A Pacific Rim Perspective - Second Edition Bloomberg, David J, Murray, A, Hanna Joe B. Speed Print Prentice Hall Resource manuals supplied by the school for every unit VU

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

**TLII107D COORDINATE QUALITY CUSTOMER SERVICE**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to coordinate quality customer service in operations including planning to meet internal and external customer requirements, ensuring delivery of quality service, and monitoring, adjusting and reporting customer service.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLII207D APPLY CUSTOMER SERVICE SKILLS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLII207C APPLY QUALITY SYSTEMS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL
TLIK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE


Descriptions: This unit involves the skills and knowledge required to use infotechnology devices and computer applications in the workplace including identifying computer equipment and systems, setting up and shutting down equipment for use, and inputting, retrieving and presenting files/data in accordance with work requirements.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIK307C APPLY KEYBOARD SKILLS


Descriptions: This unit involves the skills and knowledge required to enter data into an infotechnology device using a keyboard including the application of OH&S principles to keyboard operations and the accurate entry of the data.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: Written objective tests, short and extended answers; Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLL1007C ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Locations: Werribee.

Descriptions: This unit involves the skills and knowledge required to assess and confirm customer freight transport requirements, including assessing the goods/stock to be transported, determining the transit needs and any special requirements, confirming requirements with the customer and completing all required documentation.

Nominal Hours: 40

Required Reading: VU produced Unit Learning Resources VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES


Descriptions: This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of one’s own learning needs, and planning and organising a personal daily routine.

Nominal Hours: 30

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written response, short and extended answers; Oral test / technical interview; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

TLL3307B PROMOTE EFFECTIVE WORKPLACE PRACTICE


Descriptions: This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLL3607B DEVELOP ROSTERS

Locations: Werribee.

Descriptions: This unit involves the skills and knowledge required to develop rosters in accordance with regulatory and workplace requirements, including identifying operating requirements, identifying tasks and responsibilities and work requirements, and establishing and finalising work rosters.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

TLL3707B APPLY AND AMEND ROSTERS

Locations: Werribee.

Descriptions: This unit involves the skills and knowledge required to apply and amend rosters in accordance with regulatory and workplace requirements, including identifying changes to timetables, planned activities and support activities; confirming changes to planned activities; confirming personnel availability; re-allocating personnel; and amending rosters.

Nominal Hours: 20

Required Reading: VU produced Unit Learning Resources VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
evidence of competence outcomes, within periodic and scheduled timelines.

**TLIL507D APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES**

**Locations:** Werribee, Industry.

**Definitions:** This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.

**Nominal Hours:** 40

**Required Reading:**

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written response, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

**TLIL5807APLAN A CAREER IN LOGISTICS**

**Locations:** Footscray Nicholson, Werribee.

**Definitions:** This unit involves the skills and knowledge required to undertake planning related to one's own career. It includes conducting self-assessment of skills and abilities; investigating possible career opportunities; developing and implementing a career plan; and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents and so on.

**Nominal Hours:** 40

**Required Reading:** VU Produced Workbooks VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIL807C COMPLETE ROUTINE ADMINISTRATIVE TASKS**

**Locations:** Werribee, Industry.

**Definitions:** This unit involves the skills and knowledge required to complete routine administrative activities in a transport, warehousing, distribution and/or storage workplace, including receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.

**Nominal Hours:** 10

**Required Reading:**

**Assessment:**

The following methods may be used in assessing units: - Written objective tests - Written response, short and extended answers - Oral test / technical interview - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling.

The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling

**TLIL907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT**

**Locations:** Werribee, Industry.

**Definitions:** This unit involves the skills and knowledge required to manage personal work priorities and own professional development, including managing own qualities, goals, plans and performance; setting and meeting own work priorities; and developing and maintaining own professional competence.

**Nominal Hours:** 50

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLILIC1008A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 100 TONNES)**

**Locations:** Werribee.

**Definitions:** This unit specifies the outcomes required to operate a slewing mobile crane (up to 100 tonnes) for licensing purposes. It encompasses the requirement for the up to 60 tonnes licence.

**Nominal Hours:** 70

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC108A LICENCE TO OPERATE A FORKLIFT TRUCK**

**Locations:** Werribee.

**Definitions:** This unit specifies the outcomes required for the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC1 108A LICENCE TO OPERATE A SLEWING MOBILE CRANE (OVER 100 TONNES)**

**Locations:** Werribee.

**Definitions:** This unit specifies the outcomes required to operate a slewing mobile crane (over 100 tonnes) for licensing purposes. It encompasses the requirement for the up to 100 tonnes licence.

**Nominal Hours:** 70

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC1208A LICENCE TO OPERATE A VEHICLE LOADING CRANE (CAPACITY 10 METRE TONNES AND ABOVE)**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a vehicle loading
crane with a capacity of 10 metre tonnes or more, mounted on a vehicle for the
principle purpose of loading and unloading such a crane, including the application of
load estimation and slinging techniques to move a load, for licensing purposes.

**Nominal Hours:** 40

**Required Reading:** VU Produced Work Books VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC208A LICENCE TO OPERATE AN ORDER PICKING FORKLIFT TRUCK**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a powered industrial
truck of a type where the operator’s control arrangement is incorporated with the load
carriage/lifting media, and elevates it, for licensing purposes.

**Nominal Hours:** 30

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC308A LICENCE TO OPERATE A BRIDGE AND GANTRY CRANE**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a bridge and gantry
crane. It does not cover the types that are controlled from a location remote to a
permanent cabin/control station on the crane and that have three or less powered
operations, that is hoist/raise and lower is one operation, for licensing purposes.

**Nominal Hours:** 70

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC508A LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE)**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a boomtype

elevating work platform (boom length 11 metres or more) for licensing purposes, and
involves the operation of a telescoping device, hinged device, or articulated device or
any combination of these used to support a platform on which personnel, equipment
and materials may be elevated to perform work. The 11 metre boom length shall
be taken to mean the greater of the following: (a) The vertical distance from the
floor of the platform to the surface supporting the elevating work platform with the
platform at its maximum height; or (b) The nominal reach, measured horizontally from
the centre point of rotation to the outer edge of the platform in its most extended
position.

**Nominal Hours:** 70

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC608A LICENCE TO OPERATE A NON-SLEWING MOBILE CRANE (GREATER THAN 3 TONNES CAPACITY)**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a mobile crane
of greater than 3 tonnes capacity that incorporates a boom or jib which includes
articulated type mobile cranes and locomotive cranes, but does not include vehicle tow
trucks, for licensing purposes.

**Nominal Hours:** 60

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC808A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 20 TONNES)**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a slewing mobile
crane (up to 20 tonnes) for licensing purposes. It encompasses the requirement for
non-slewing mobile crane licence and the vehicle loading crane licence.

**Nominal Hours:** 70

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
competency unit’s learning outcomes and performance criteria requirements, including
the setting of project and work based practical application tasks designed to provide
evidence of competence outcomes, within periodic and scheduled timelines.

**TLILIC908A LICENCE TO OPERATE A SLEWING MOBILE CRANE (UP TO 60 TONNES)**

**Locations:** Werribee.

**Descriptions:** This unit specifies the outcomes required to operate a slewing mobile
crane (up to 60 tonnes) for licensing purposes. It encompasses the requirement for
the up to 20 tonnes licence.

**Nominal Hours:** 70

**Required Reading:** VU produced Unit Learning Resources VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIM107A DEVELOP SAFE DRIVING BEHAVIOURS IN OTHERS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required by driving instructors to teach clients from diverse backgrounds how to develop and maintain safe driving strategies. These strategies include recognising and dealing with behavioural barriers to learning, developing vehicle control skills, interpreting and applying regulatory requirements and road laws, developing critical higher order skills such as hazard perception and responding appropriately, exercising risk management strategies that contribute to safe driving techniques and meeting community expectations.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:**

The following methods may be used in assessing units:

- Written objective tests;
- Written response, short and extended answers;
- Oral test/technical interview;
- Simulated workplace assessment;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling.

The following methods may be used in assessing units:

- Written objective tests;
- Written responses, short and extended answers;
- Oral test/technical interview;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling.

**TLIM107B DEVELOP SAFE CAR DRIVING BEHAVIOURS IN OTHERS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required by driving instructors to teach clients from diverse backgrounds how to develop and maintain safe driving strategies. These strategies include recognising and dealing with behavioural barriers to learning, developing vehicle control skills, interpreting and applying regulatory requirements and road laws, developing critical higher order skills such as hazard perception and responding appropriately, exercising risk management strategies that contribute to safe driving techniques and meeting community expectations.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:**

The following methods may be used in assessing units:

- Written objective tests;
- Written response, short and extended answers;
- Oral test/technical interview;
- Simulated workplace assessment;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling.

The following methods may be used in assessing units:

- Written objective tests;
- Written responses, short and extended answers;
- Oral test/technical interview;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling.

**TLIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to advise on and construct fares for customers in accordance with regulatory and workplace requirements, including advising on air, coach, ferry, tram, bus and rail fares; constructing fares and itineraries; and issuing documents.

**Nominal Hours:** 20

**Required Reading:** VU produced Workbooks VU VU

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIP507C MANAGE WORKPLACE INFORMATION**

**Locations:** Werribee.

**Descriptions:** This unit involves the skills and knowledge required to manage workplace information, including identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

**Nominal Hours:** 60

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**

The following methods may be used in assessing units:

- Written objective tests;
- Written responses, short and extended answers;
- Oral test/technical interview;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling;
- RPL.

**TLIQ1607C APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to apply and monitor security procedures in workplaces in the postal, warehousing, stevedoring, transport, distribution and allied industries in accordance with workplace and regulatory requirements. This includes checking and monitoring personnel and goods entering the worksite, carrying out surveillance of work areas, dealing with security incidents and emergencies, and completing required reports and surveillance documentation.

**Nominal Hours:** 40

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:**

The following methods may be used in assessing units:

- Written objective tests;
- Written responses, short and extended answers;
- Oral test/technical interview;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment;
- Profiling;
- RPL.

**TLIQ1207C MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR**

**Locations:** Werribee, Industry.
Assessment: The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**TLIQ707C PREPARE AND PROCESS FINANCIAL DOCUMENTS**

Locations: Werrinebe.

Descriptions: This unit involves the skills and knowledge required to prepare and process financial documents, including recording and balancing petty cash transactions, balancing all other transactions, rectifying discrepancies as directed, preparing invoices for debtors, and preparing and processing banking documents.

Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIR107C MONITOR SUPPLIER PERFORMANCE**


Descriptions: This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/services including administering the supplier contract, assessing for conformity to contracted requirements, and completing all required documentation concerning the contract.

Nominal Hours: 30
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIR1407A MANAGE SUPPLIERS**


Descriptions: This unit involves the skills and knowledge required to manage suppliers. It includes assessing suppliers and building a productive relationship with them; evaluating delivery of goods/services; negotiating arrangements and resolving disagreements with suppliers; and reviewing supplier performance.

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

**TLIR207C SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS**

Locations: Werrinebe.

Descriptions: This unit involves the skills and knowledge required to source goods/services and evaluate contractors including analysing supply requirements, and evaluating and selecting appropriate potential contractor(s).

Nominal Hours: 30
Required Reading: VU produced Unit Learning Resources VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**TLIU107B IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES**

Locations: Werrinebe.

Descriptions: This unit involves the skills and knowledge required to implement and monitor environmental protection policies and procedures including accessing relevant information concerning environmental protection regulations and procedures, and implementing and monitoring procedures concerning environmental hazards, related control procedures, environmental training arrangements, and required records and documentation.

Nominal Hours: 20
Required Reading: VU produced Unit Learning Resources VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

**UEENEED002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS**


Descriptions: This unit covers assembly, setting up and testing personal computers as directed in computer service manuals. It encompasses safe working practices, locating computer components, assembling components to form a basic personal computer, installing and testing basic operating system, drivers and application software, following written and oral instruction and applying customer relations procedures.

Nominal Hours: 80
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEHH009B SET UP AND TEST GAMING/GAMES EQUIPMENT**


Descriptions: This unit covers setting-up of electronic gaming and games equipment to manufacture’s instructions in compliance with regulations. It encompasses safe working practices, connection and secure placement of gaming/games equipment, following written and oral instruction and procedures and customer relations.

Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.
UEENEEH010B  INSTALL COMMERCIAL AUDIO/VIDEO SYSTEM COMPONENTS


Descriptions: This unit covers installation of components for audio/video facilities in buildings and premises. The unit encompasses working safely and to specifications and standards, matching equipment with that specified for a given location, terminating and interconnecting cables/conductors and completing the necessary installation documentation.

Nominal Hours: 120

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; Written responses, short and extended answers; Oral test / technical interview; On job or workplace assessment; Practical / exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

UEENEEH029B  DIAGNOSE AND RECTIFY FAULTS IN NAVIGATION SYSTEMS


Descriptions: This unit covers fault finding and repair of faults in navigation systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of navigation system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

VBQU205  OPERATE EARTHMOVING EQUIPMENT SAFELY


Descriptions: Provides basic training in the safe operation of earthmoving equipment including front end loader, skidsteer, backhoe and excavator and includes assessment and issue of NPE card.

Nominal Hours: 80

Required Reading: -

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

VBQU206  PROVIDE TRAVEL INFORMATION TO CUSTOMERS


Descriptions: This unit gives the student the knowledge and skills to provide travel information to customers.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VBQU207 APPREHEND OFFENDERS
Descriptions: This unit gives the student the knowledge and skills to apprehend offenders.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY
Locations: Werribee, Newport, Sunshine.
Descriptions: This unit of competency specifies the outcomes required to undertake OHS induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements and the basic principles of the risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency.
Nominal Hours: 6
Required Reading: -
Assessment: Assessment methods may include more than one of the following: &#5256; &#56510; Practical assessment &#5256; &#56510; Oral questioning &#5256; &#56510; Written test &#5256; &#56510; Simulated project-based activity

VU20086 WORK EFFECTIVELY IN THE TRANSPORT AND LOGISTICS INDUSTRY
Descriptions: This unit describes the skills and knowledge required to work effectively in the transport and logistics industry. The unit outcomes focus on the identification of current industry practices and emerging issues which underpins the identification and performance of work in the industry. No licensing, legislative, regulatory or certification requirements apply to this unit of competency at the time of publication.
Nominal Hours: 30
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VU20087 MONITOR A SUPPLY CHAIN OPERATIONS
Descriptions: This unit examines the supply chain and describes the skills and knowledge required to monitor the functions of an established supply chain. It includes applying practical knowledge of the relevant principles to the relationships and functions within a supply chain. This may include logistics, supply, demand, transport, and the flow of data.
Nominal Hours: 60
Required Reading: VU Produced Workbooks VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
SCHOOL OF ICT

Below are details of courses offered by the School of ICT in 2011. 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 I IN INFORMATION TECHNOLOGY

Course Code: ICA10105

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course offers a basic qualification in the information technology field. It provides students with the skills to use computers efficiently in the workplace and with an understanding of a wide range of computer concepts.

Course Objectives: The course is appropriate for people wanting a basic qualification in the information technology field. The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

Careers: When you graduate you will have basic computer skills which will enable you to work in a range of different jobs and workplaces where basic ICT skills are required.

Course Duration: 0.5 years

Selection Processes: Direct Entry

Course Structure

The course is 15 weeks full-time or part-time equivalent. Core Units of Study

Achieve all three core units below

ICAU1128B OPERATE A PERSONAL COMPUTER 30
ICAU1129B OPERATE A WORD PROCESSING APPLICATION 30
ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

Elective Units of Study

Achieve three electives chosen from the list below.

One of the electives may be chosen from elsewhere in ICA05 (at Certificate I or Certificate II); or any other Training Package (at Certificate I or Certificate II)

BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES 10
CUVVSP11B APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES 50
ICAD2012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAU2005B OPERATE COMPUTER HARDWARE 20
ICAU2006B OPERATE COMPUTING PACKAGES 60
ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICAW2002B COMMUNICATE IN THE WORKPLACE 20
ICAW2003B OPERATE COMPUTER HARDWARE 20
ICAW2007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAW2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICPMM321B CAPTURE A DIGITAL IMAGE 40

CERTIFICATE II IN INFORMATION TECHNOLOGY

Course Code: ICA20105

Campus: Footscray Nicholson, St Albans, Werribee,

About this course: This VET in Schools program Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

Course Objectives: Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

Careers: The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

Course Selection Processes: Direct Entry

Course Structure

The course is 1 semester full-time. Full-time; Part-time; VET in Schools program Core Units of Study

Achieve all eight core units below

BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES 10
ICAD2012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES 40
ICAU2005B OPERATE COMPUTER HARDWARE 20
ICAU2006B OPERATE COMPUTING PACKAGES 60
ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICAW2002B COMMUNICATE IN THE WORKPLACE 20
ICAW2003B OPERATE COMPUTER HARDWARE 20
ICAW2007B MAINTAIN EQUIPMENT AND CONSUMABLES 20
ICAW2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
ICPMM321B CAPTURE A DIGITAL IMAGE 40

Elective Units of Study

Achieve 3 Elective Units chosen from the following electives list - PLUS achieve 3 Elective Units chosen from the following sources (listed in recommended order)

ICA20105 Electives list above; and or

from elsewhere in the ICA05 Information and Communications Technology Training Package ICA05 (at Certificate II or Certificate III); and/or preferred Training Packages (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; IPC05 Printing and Graphic Arts; WRR02 Retail, CVU03 Visual Arts, Craft and Design (at Certificate II or Certificate III); and/or any other Training Package (at Certificate II or Certificate III) based on documented industry or enterprise need.

ICAD2003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION 20
ICAD2018B CREATE USER DOCUMENTATION 20
ICAU2015B INSTALL SOFTWARE APPLICATIONS 20
ICAU3021B CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAS2008B  MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
ICAS2009B  INTERACT WITH CLIENTS 20
ICAS2010B  APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS 20
ICAS2014B  CONNECT HARDWARE PERIPHERALS 20
ICAS2016B  RECORD CLIENT SUPPORT REQUIREMENTS 10
ICAS2017B  MAINTAIN SYSTEM INTEGRITY 20
ICAS2243B  DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
ICAS3031B  PROVIDE ADVICE TO CLIENTS 40
ICAS3034B  CARE FOR COMPUTER HARDWARE 20
ICAS3234B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAT3025B  RUNNING STANDARD DIAGNOStIC TESTS 20
ICAU3004B  ALLOCATE AND USE RESOURCES 20
ICAU3019B  MIGRATE TO NEW TECHNOLOGY 20
ICAW2011B  WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS 20
ICPN315A  APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60
ICPMMA321A  CAPTURE A DIGITAL IMAGE 40
ICPMMA263A  ACCESS AND USE THE INTERNET 20
BSBITU301A  CREATE AND USE DATABASES 30
BSBITU304A  PRODUCE SPREADSHEETS 35
ICAU3126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAU3019B  MIGRATE TO NEW TECHNOLOGY 20
ICAU3028B  CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS 60
ICAI3110C  IMPLEMENT SYSTEM SOFTWARE CHANGES 20
ICAS3024B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3115B  MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
ICAS3234B  CARE FOR COMPUTER HARDWARE 20
ICAU3004B  APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 20
ICAI3101B  INSTALL AND MANAGE A NETWORK 40
ICAS3024B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3032B  PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAS3034B  PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAS3120C  CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM 50
ICAS3121B  ADMINISTER NETWORK PERIPHERALS 20
ICAI3021B  CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAI3024B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3115B  MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
ICAU3019B  MIGRATE TO NEW TECHNOLOGY 20
ICTCC330A  MANAGE CUSTOMER RELATIONSHIP 35
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS 50

CERTIFICATE III IN INFORMATION TECHNOLOGY (I)
Course Code: ICA30105
Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course enables students to gain a broad range of skills and knowledge to provide web software support and application.

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


Course Duration: 0.5 years

Selection Processes: Direct Entry

Course Structure: The course may be offered over six months full-time or part-time equivalent. Full-time, Part-time, Onshore international students. Complete all core and elective units of study as outlined below

Core Units of Study
Achieve all six core units below

ICAD3218B  CREATE USER DOCUMENTATION 20
ICAI3020B  INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE 20
ICAS3031B  PROVIDE ADVISORY SYSTEMS MANAGEMENT 20
ICAS3234B  CARE FOR COMPUTER HARDWARE 20
ICAT3025B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 20
ICAU3004B  APPLY OCCUPATIONAL SAFETY AND HEALTH PROCEDURES 20

Specialist Stream Units Of Study
Complete a minimum of one of the following specialist core streams: (4 specialist core stream units - Applications, or

6 specialist core stream units - Network Administration, or

5 specialist core stream units - Support, )

SPECIALIST CORE STREAM - APPLICATIONS (4 UNITS)
ICAU3126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICAI3110C  IMPLEMENT SYSTEM SOFTWARE CHANGES 20

SPECIALIST CORE STREAM - NETWORK ADMINISTRATION (6 UNITS)
ICAI3101B  INSTALL AND MANAGE A NETWORK 40
ICAS3024B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3032B  PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAS3034B  PROVIDE NETWORK SYSTEMS ADMINISTRATION 20
ICAS3120C  CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM 50
ICAS3121B  ADMINISTER NETWORK PERIPHERALS 20

SPECIALIST CORE STREAM - SUPPORT (5 UNITS)
ICAI3021B  CONNECT INTERNAL HARDWARE COMPONENTS 20
ICAS3024B  PROVIDE BASIC SYSTEM ADMINISTRATION 20
ICAS3115B  MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER 20
ICAU3019B  MIGRATE TO NEW TECHNOLOGY 20
ICTCC330A  MANAGE CUSTOMER RELATIONSHIP 35

Elective Units of Study
A minimum of two elective units from the following sources: Other ICA30105 streams not already selected; and/or ICA30105 electives listed in the ICA05 Training Package

Elsewhere in the Information and Communications Technology Training Package (ICA05) at Certificate III or Certificate IV level).

A minimum of two elective units from the following sources: Any of the core or elective units listed for the Certificate III in Information Technology (ICA30105) and/or

Preferred Training Packages (at Certificate III or Certificate IV) (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; ICP05...
CERTIFICATE IV IN INFORMATION TECHNOLOGY (SUPPORT)
Course Code: ICA40205
Campus: Footscray Nicholson, St Albans, Werribee.

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


Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: One year full time study. Full-time, Part-time, Trainee, workplace delivery. Core Units of Study

- BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 30
- ICA4041C DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS 40
- ICAB4225B AUTOMATE PROCESSES 40
- ICA4043B DEVELOP AND PRESENT A FEASIBILITY REPORT 30
- ICAD4217B CREATE TECHNICAL DOCUMENTATION 20
- ICAS4022B DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS 40
- ICAS4106B ACTION AND COMPLETE CHANGE REQUESTS 40
- ICAS4113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS 30
- ICAS4114B IMPLEMENT MAINTENANCE PROCEDURES 10
- ICAT4221B LOCATE EQUIPMENT, SYSTEMS AND SOFTWARE FAULTS 20
- ICAW4214B MAINTAIN ETHICAL CONDUCT 20
- PSPPM402B IMPLEMENT SIMPLE PROJECTS 65

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

- Database Administration (6 Units)
  - ICA4066B IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
  - ICAB4136B USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
  - ICAS4107B MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 60
  - ICAS4106B COMPLETE DATABASE BACK-UP AND RECOVERY 30
  - ICAS4125B MONITOR AND ADMINISTER A DATABASE 30
  - ICAB4170B BUILD A DATABASE 30

- Help Desk (7 Units)
  - ICA4066B IDENTIFY PHYSICAL DATABASE REQUIREMENTS 40
  - ICAB4136B USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
  - ICAS4107B MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM 60
  - ICAS4106B COMPLETE DATABASE BACK-UP AND RECOVERY 30
  - ICAS4125B MONITOR AND ADMINISTER A DATABASE 30
  - ICAB4170B BUILD A DATABASE 30
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICA50105</td>
<td>DIPLOMA OF INFORMATION TECHNOLOGY (GENERAL) (I)</td>
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</table>

**Course Code: ICA50105**

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

**About this course:** This course provides students in industry current skills in a range of IT skill areas.

**Careers:** This qualification is designed to be very flexible with a wide selection of unit choices and options. It is intended that the qualification provides those skills and knowledge required by an individual to operate effectively in high level ICT technical support roles within organisations.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above

**Admission Requirements International:** Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above

**Admission Requirements Mature Age:** Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above

**Admission Requirements VET:** Successful completion of the Certificate III in Information Technology (ICA30105) or successful completion of VCE or be of mature age to apply and; prerequisite knowledge and skills equivalent to the following units as they contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above

**Selection Processes:** Direct Entry VTAC

**Course Structure:** 12-18 months full time study. Full-time, Part-time. Core Units of Study

Achieve six core units below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSRPM505A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
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<tr>
<td>ICA5056B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
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<td>ICA5158B</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
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<td>ICAP5039B</td>
<td>MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE</td>
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</tr>
<tr>
<td>ICA5202B</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
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<tr>
<td>PSPPM502B</td>
<td>MANAGE COMPLEX PROJECTS</td>
<td>80</td>
</tr>
</tbody>
</table>

**Specialist Stream Units of Study**

Achieve 9 specialist core stream units (by choosing 3 units from each of 3 specialist core streams below - E business and Management, Client Support, Communication and Documentation, Hardware and Operating Systems, Networks, Software, Multimedia and Websites, Database)

**SPECIALIST CORE STREAM - E-BUSINESS AND MANAGEMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA5054C</td>
<td>VALUATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5138B</td>
<td>DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5148B</td>
<td>IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5151B</td>
<td>GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5088B</td>
<td>EVALUATE AND NEGOTIATE VENDOR OFFERINGS</td>
<td>10</td>
</tr>
<tr>
<td>ICA5128B</td>
<td>DETERMINE ACCEPTABLE HARDWARE FOR PROJECTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5139B</td>
<td>IDENTIFY NEW HARDWARE MODELS FOR BUSINESS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5152B</td>
<td>GATHER DATA TO IDENTIFY HARDWARE REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE HARDWARE OFFERINGS</td>
<td>10</td>
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</tbody>
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**SPECIALIST CORE STREAM - CLIENT SUPPORT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA5111B</td>
<td>REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>ICA5057B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5129B</td>
<td>DETERMINE ACCEPTABLE IT COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5130B</td>
<td>GATHER DATA TO IDENTIFY IT REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5098B</td>
<td>EVALUATE AND NEGOTIATE VENDOR OFFERINGS</td>
<td>10</td>
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</tbody>
</table>

**SPECIALIST CORE STREAM - COMMUNICATION AND DOCUMENTATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA5169B</td>
<td>REVIEW AND MANAGE DELIVERY OF COMMUNICATION SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>ICA5058B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5131B</td>
<td>DETERMINE ACCEPTABLE DOCUMENTATION COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5132B</td>
<td>GATHER DATA TO IDENTIFY DOCUMENTATION REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE DOCUMENTATION OFFERINGS</td>
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**SPECIALIST CORE STREAM - NETWORKS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICA5170B</td>
<td>REVIEW AND MANAGE DELIVERY OF NETWORK SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>ICA5059B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5133B</td>
<td>DETERMINE ACCEPTABLE NETWORK COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5134B</td>
<td>GATHER DATA TO IDENTIFY NETWORK REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5098B</td>
<td>EVALUATE AND NEGOTIATE NETWORK OFFERINGS</td>
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</table>

**SPECIALIST CORE STREAM - SOFTWARE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICA5180B</td>
<td>REVIEW AND MANAGE DELIVERY OF SOFTWARE SERVICES</td>
<td>20</td>
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<tr>
<td>ICA5060B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
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<tr>
<td>ICA5135B</td>
<td>DETERMINE ACCEPTABLE SOFTWARE COMPONENTS FOR PROJECTS</td>
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<tr>
<td>ICA5136B</td>
<td>GATHER DATA TO IDENTIFY SOFTWARE REQUIREMENTS</td>
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<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE SOFTWARE OFFERINGS</td>
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**SPECIALIST CORE STREAM - HARDWARE AND OPERATING SYSTEMS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICA5190B</td>
<td>REVIEW AND MANAGE DELIVERY OF HARDWARE SERVICES</td>
<td>20</td>
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<tr>
<td>ICA5061B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5137B</td>
<td>DETERMINE ACCEPTABLE HARDWARE COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5138B</td>
<td>GATHER DATA TO IDENTIFY HARDWARE REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5098B</td>
<td>EVALUATE AND NEGOTIATE HARDWARE OFFERINGS</td>
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**SPECIALIST CORE STREAM - MULTIMEDIA AND WEBSITES**

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ICA5200B</td>
<td>REVIEW AND MANAGE DELIVERY OF MULTIMEDIA SERVICES</td>
<td>20</td>
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<tr>
<td>ICA5062B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5139B</td>
<td>DETERMINE ACCEPTABLE MULTIMEDIA COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5140B</td>
<td>GATHER DATA TO IDENTIFY MULTIMEDIA REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE MULTIMEDIA OFFERINGS</td>
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**SPECIALIST CORE STREAM - ENTERPRISE**

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ICA5210B</td>
<td>REVIEW AND MANAGE DELIVERY OF ENTERPRISE SERVICES</td>
<td>20</td>
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<tr>
<td>ICA5063B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5141B</td>
<td>DETERMINE ACCEPTABLE ENTERPRISE COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5142B</td>
<td>GATHER DATA TO IDENTIFY ENTERPRISE REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE ENTERPRISE OFFERINGS</td>
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**SPECIALIST CORE STREAM - SUPPORT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ICA5220B</td>
<td>REVIEW AND MANAGE DELIVERY OF SUPPORT SERVICES</td>
<td>20</td>
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<tr>
<td>ICA5064B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
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<tr>
<td>ICA5143B</td>
<td>DETERMINE ACCEPTABLE SUPPORT COMPONENTS FOR PROJECTS</td>
<td>20</td>
</tr>
<tr>
<td>ICA5144B</td>
<td>GATHER DATA TO IDENTIFY SUPPORT REQUIREMENTS</td>
<td>30</td>
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<tr>
<td>ICA5099B</td>
<td>EVALUATE AND NEGOTIATE SUPPORT OFFERINGS</td>
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<td>Unit Code</td>
<td>Unit Title</td>
<td>Credit Points</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>ICA5203B</td>
<td>EVALUATE AND SELECT A WEB HOSTING SERVICE</td>
<td>15</td>
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<tr>
<td>ICAU5208B</td>
<td>USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT</td>
<td>20</td>
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<tr>
<td>SPECIALIST CORE STREAM - DATABASE</td>
<td>MODEL PREFERRED SYSTEM SOLUTIONS</td>
<td>30</td>
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<tr>
<td>ICAA5046B</td>
<td>DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS</td>
<td>60</td>
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<tr>
<td>ICAA5050B</td>
<td>DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS</td>
<td>40</td>
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<tr>
<td>ICAA147B</td>
<td>DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY</td>
<td>30</td>
</tr>
<tr>
<td>Elective Units of Study</td>
<td>Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected PLUS</td>
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<tr>
<td>Elective Units of Study</td>
<td>Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order)</td>
<td></td>
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<tr>
<td>DIPLOMA OF INFORMATION TECHNOLOGY (NETWORKING)</td>
<td>Course Code: ICA50405</td>
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<tr>
<td>Campus</td>
<td>Footscray Nicholson, St Albans, Werribee.</td>
<td></td>
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<tr>
<td>About this course:</td>
<td>This course provides the skills and knowledge for an individual to be competent in high-level network management and engineering.</td>
<td></td>
</tr>
<tr>
<td>Course Objectives:</td>
<td>Provides the skills and knowledge for an individual to be competent in high-level network management and engineering.</td>
<td></td>
</tr>
<tr>
<td>Careers:</td>
<td>E-Security Analyst/Manager,Intranet Engineer,Network Engineer, Senior Java Developer or Systems Engineer.</td>
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</tr>
<tr>
<td>Course Duration:</td>
<td>1 year</td>
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<tr>
<td>Selection Processes:</td>
<td>Direct Entry VTAC</td>
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</tr>
<tr>
<td>Course Structure</td>
<td>Approx. 410 hours full-time. Full-time, Part-time, Onshore international students</td>
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<tr>
<td>Core Units of Study</td>
<td>410 hours full-time. Full-time, Part-time, Onshore international students</td>
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<tr>
<td>SPECIALIST ELECTIVES STREAM - E-BUSINESS AND MANAGEMENT BSBEBSU510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
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<tr>
<td>BSBEBSU511A</td>
<td>IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBFMS514A</td>
<td>MANAGE PEOPLE</td>
<td>60</td>
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<tr>
<td>BSBPMS508A</td>
<td>MANAGE PROJECT RISK</td>
<td>40</td>
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<tr>
<td>BSBEBSU5505A</td>
<td>IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS</td>
<td>60</td>
</tr>
<tr>
<td>ICAA5150C</td>
<td>EVALUATE VENDOR PRODUCTS AND EQUIPMENT</td>
<td>20</td>
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<tr>
<td>ICP5155B</td>
<td>PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5143C</td>
<td>IMPLEMENT PROCESS RE-ENGINEERING STRATEGIES IN AN ORGANISATION</td>
<td>20</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - CLIENT SUPPORT BSBEBSU510A</td>
<td>MANAGE E-BUSINESS OUTSOURCING</td>
<td>25</td>
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<tr>
<td>BSBFMS509B</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>ICAS4116B</td>
<td>UNDERTAKE CAPACITY PLANNING</td>
<td>50</td>
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<tr>
<td>SPECIALIST ELECTIVES STREAM - NETWORKS ICAA5045C</td>
<td>PRODUCE NETWORK ARCHITECTURE DESIGN</td>
<td>30</td>
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<tr>
<td>ICAA5123C</td>
<td>MANAGE NETWORK SECURITY</td>
<td>50</td>
</tr>
<tr>
<td>ICAA5140C</td>
<td>DESIGN A SERVER</td>
<td>30</td>
</tr>
<tr>
<td>ICAB5162B</td>
<td>INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY</td>
<td>30</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - SOFTWARE ICAA5048B</td>
<td>DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS</td>
<td>60</td>
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<tr>
<td>ICAB5065B</td>
<td>PREPARE FOR THE BUILD PHASE</td>
<td>20</td>
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<tr>
<td>ICAB5066B</td>
<td>COORDINATE THE BUILD PHASE</td>
<td>20</td>
</tr>
<tr>
<td>ICA5072B</td>
<td>DEVELOP INTEGRATION BLUEPRINT</td>
<td>20</td>
</tr>
<tr>
<td>ICAB5179B</td>
<td>BUILD DECKS USING WIRELESS MARK UP LANGUAGE</td>
<td>30</td>
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<tr>
<td>ICAB5223B</td>
<td>APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS</td>
<td>50</td>
</tr>
<tr>
<td>ICAT5081B</td>
<td>PERFORM SYSTEMS TEST</td>
<td>30</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - MULTIMEDIA AND WEBSITES ICAA5146B</td>
<td>DEVELOP WEBSITE INFORMATION ARCHITECTURE</td>
<td>30</td>
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<tr>
<td>ICAA5199B</td>
<td>MANAGE BUSINESS WEBSITES AND SERVERS</td>
<td>30</td>
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<tr>
<td>ICMPM410CA</td>
<td>INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICMPM420CA</td>
<td>INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS</td>
<td>40</td>
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<tr>
<td>ICMPM430CA</td>
<td>INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTITIONS</td>
<td>30</td>
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<tr>
<td>ICMPM61DA</td>
<td>PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS</td>
<td>50</td>
</tr>
<tr>
<td>SPECIALIST ELECTIVES STREAM - DATABASE ICAA5139B</td>
<td>DESIGN A DATABASE</td>
<td>50</td>
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<tr>
<td>ICAA5153B</td>
<td>MODEL DATA OBJECTS</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5154B</td>
<td>MODEL DATA PROCESSES</td>
<td>30</td>
</tr>
<tr>
<td>ICAB4170B</td>
<td>BUILD A DATABASE</td>
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</tr>
<tr>
<td>Elective Units of Study</td>
<td>Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected PLUS</td>
<td></td>
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<tr>
<td>Elective Units of Study</td>
<td>Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order)</td>
<td></td>
</tr>
<tr>
<td>any of the above core or electives sources; and/or elsewhere in the ICADS Information and Communications Technology Training Package (at Certificate IV [maximum 2 units], Diploma or Advanced Diploma); and/or any other Training Package (at Diploma or Advanced Diploma) based on documented industry or enterprise needs</td>
<td></td>
<td></td>
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</table>
ICAB5238B  BUILD A HIGHLY SECURE FIREWALL  30
ICAI5173B  INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH  10
ICAI5174B  INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS  10
ICAI5176C  INSTALL AND CONFIGURE ROUTER  20
ICAI5196B  IMPLEMENT SECURE ENCRYPTION TECHNOLOGY  20
ICAI5197B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES  25
ICAPS039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE  20
ICASS102B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON  20
ICASS123C  MANAGE NETWORK SECURITY  50
ICASS192B  CONFIGURE AN INTERNET GATEWAY  20

Elective Units of Study
Achieve 4 Elective Units Chosen from the Following Sources units not previously selected from the Specialist Electives list (above); and/or
ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma(up to 2 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV and Multimedia; ICP99 Printing and Graphic Arts); and/or any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma) based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (DATABASE DESIGN AND DEVELOPMENT)
Course Code: ICA50505

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design; and well rounded in a range of other competencies.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in the effective design and development of ICT database systems. Graduates will have detailed knowledge of the technical intricacies of database development and design, but will also be well rounded in a range of other competencies such as process reengineering, QA, business needs analysis and client expectations.

Careers: Business Intelligence/Data Warehousing Consultants, Coldfusion Developer, CRM Database Designer, Data Warehouse Trainer, Data Warehousing and Business Intelligence Manager, Database Designer, Database Developer, Database Specialist, Developer, Senior Database Administrator, Senior Project manager - Data Warehousing CRM

Course Duration: 1 year
Selection Processes: Direct Entry VTAC

Course Structure 12 - 18 months full-time study. Full-time, Part-time, Onshore international students Core Units of Study
BSBPM505A  MANAGE PROJECT QUALITY  40
ICAA5046B  MODEL PREFERRED SYSTEM SOLUTIONS  30
ICAA5050B  DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS  40
ICAA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS  20
ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS  30
ICAAS139B  DESIGN A DATABASE  50
ICAA5151B  GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS  30
ICAA5153B  MODEL DATA OBJECTS  30
ICAA5154B  MODEL DATA PROCESSES  30
ICAA5158B  TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS  30
ICAB5068B  BUILD USING RAPID APPLICATION DEVELOPMENT  40
ICAPS039B  MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE  20
ICASS102B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON  20
ICASS202B  ENSURE PRIVACY FOR USERS  20
PSPPM502B  MANAGE COMPLEX PROJECTS  80

Elective Units of Study
A minimum of four units from the following: Information Technology and Communications Training Package ICA05 at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV and Multimedia; ICP99 Printing and Graphic Arts); and/or any other Training Package (to maximum of 2 units) at Diploma or Advanced Diploma) based on documented industry or enterprise needs.

DIPLOMA OF INFORMATION TECHNOLOGY (WEBSITE DEVELOPMENT)
Course Code: ICA50605

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing.

Course Objectives: Provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing.


Course Duration: 1 year
Selection Processes: Direct Entry VTAC

Course Structure 12 - 18 months full time study. Full-time, Part-time, Onshore international students Core Units of Study
BSBPM505A  MANAGE PROJECT QUALITY  40
ICAA5054C  VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS  20
ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS  30
## Diploma of Information Technology (Software Development) (I)

**Course Code:** ICA50705

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

**About this course:** This course provides training in computer programming and software support. It offers a specific emphasis on the skills needed to design and develop multimedia applications, including multimedia programming, authoring, animation, digital imaging, and client liaison. A competent person could work as a specialist in the area of programming including the ICT and programming aspects of games development.

**Careers:** Games Developer, Games Programmer, Programming/Software Engineer, Software Developer, or Software Engineer, Xbox Programmer

**Course Duration:** 1 year

### Admission Requirements Year 12:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements International:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements Mature Age:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements VET:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements Other:
- Successful completion of the Diploma in Information Technology (General) ICA50105.

### Selection Processes:
- Direct Entry VTAC

### Course Structure:
- 12-18 months full-time, Part-time, or onshore international students Core Units of Study
- BSBPM505A MANAGE PROJECT QUALITY 40

### Elective Units of Study
- Achieve 4 Elective Units chosen from the following sources: Information Technology and Communications Training Package ICA05 at Diploma or Advanced Diploma (up to 2 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (ICT02 Telecommunications; BSB01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts); and/or any other Training Package (to maximum of 2 unit) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

### Specialist Units of Study
- Achieve 4 Elective Units from the Specialist Electives list below: ICAA5054C
- ICA50705 ENTERPRISE 20

## Diploma of Information Technology (Multimedia) (I)

**Course Code:** ICA50905

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

**About this course:** This course provides students with the skills needed to design and develop multimedia applications, such as multimedia programming, authoring, animation, digital imaging, and client liaison.

**Careers:** Multimedia programmer, animation (2D and 3D), digital imaging, and client liaison.

**Course Duration:** 1 year

### Admission Requirements Year 12:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements International:
- Successful completion of VCE/VCAL or equivalent.

### Admission Requirements Mature Age:
- Successful completion of VCE/VCAL or equivalent.

**Selection Processes:** Direct Entry VTAC

### Course Structure:
- 12-18 months full-time. Full-time, Part-time or onshore international students Core Units of Study
- BSBPM505A MANAGE PROJECT QUALITY 40

### Elective Units of Study
- Achieve 4 Elective Units chosen from the following sources:
  - Further units from the Specialist Electives list above; and/or
  - ICA5054C ENTERPRISE 20

### Specialist Units of Study
- Achieve 4 Elective Units from the Specialist Electives list below: ICAA5054C
- ICA50905 ENTERPRISE 20

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<th>Description</th>
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<td>Design and Develop Dynamic Websites to Meet Technical Requirements</td>
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<td>Develop Website Information Architecture</td>
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<td>ICAA5151B</td>
<td>Gather Data to Identify Business Requirements</td>
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<tr>
<td>ICAA5158B</td>
<td>Translate Business Needs into Technical Requirements</td>
<td>20</td>
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<tr>
<td>ICAB5180C</td>
<td>Integrate Database with a Website</td>
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<tr>
<td>ICAP5039B</td>
<td>Match IT Needs with the Strategic Direction of the Enterprise</td>
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<tr>
<td>ICA55102B</td>
<td>Establish and Maintain Client User Liaison</td>
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<tr>
<td>ICA55202B</td>
<td>Ensure Privacy for Users</td>
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</tr>
<tr>
<td>ICAT5081B</td>
<td>Perform Systems Test</td>
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<tr>
<td>ICAT5083B</td>
<td>Develop and Conduct Client Acceptance Test</td>
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<tr>
<td>ICAS5202B</td>
<td>Use Site Server Tools for Transaction Management</td>
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</tr>
<tr>
<td>PSPPM502B</td>
<td>Manage Complex Projects</td>
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<tr>
<td>ICAA5056B</td>
<td>Prepare Disaster Recovery and Contingency Plans</td>
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<tr>
<td>ICA5151B</td>
<td>Gather Data to Identify Business Requirements</td>
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<td>ICAB5068B</td>
<td>Build Using Rapid Application Development</td>
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<td>ICAB5228B</td>
<td>Maintain Functionality of Legacy Code Programs</td>
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<td>ICAB5230B</td>
<td>Maintain Custom Software</td>
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<tr>
<td>ICAP5039B</td>
<td>Match IT Needs with the Strategic Direction of the Enterprise</td>
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</tr>
<tr>
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<td>ICAT5081B</td>
<td>Perform Systems Test</td>
<td>30</td>
</tr>
</tbody>
</table>

## Faculty of Technical and Trades Innovation
Admission Requirements VET: Successful completion of VCE/VCAL or equivalent.

Admission Requirements Other: You will need to have completed the Diploma in Information Technology (General) ICAS50105.

Selection Processes: Direct Entry VTAC

Course Structure: This course is one year full-time Core Units of Study

- CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT
- ICASS20B ENSURE PRIVACY FOR USERS
- ICPMM581B MANAGE MULTIMEDIA PRODUCTION
- ICPMM582B MANAGE MULTIMEDIA PROJECTS
- ICPPP411B UNDERTAKE A COMPLEX DESIGN BRIEF
- PSPPM502B MANAGE COMPLEX PROJECTS

Specialist Elective Units of Study

Achieve 8 Elective Units from any of the ICA40904 Elective Cluster lists.

Note: the grouping of units into these clusters is for guidance only. It is not a requirement of this qualification that a complete cluster be completed.

DESIGN
- CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES
- CUFMENM06A DESIGN A MULTIMEDIA PRODUCT
- CUFMENM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT
- CUFMENM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE
- ICAPP311B DEVELOP A DETAILED DESIGN CONCEPT

ANIMATION
- CUFANM01A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION
- CUFIMA03A CREATE 2D DIGITAL ANIMATION
- CUFIMA04A CREATE 3D DIGITAL ANIMATION
- CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES

GAMES DEVELOPMENT
- CUFMENM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT
- ICAAA405B APPLY SKILLS IN OBJECT ORIENTED DESIGN
- ICAB4075B USE A LIBRARY OR PREEXISTING COMPONENTS
- ICAB4219B APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS
- ICAB5223B APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
- ICAB5226B APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
- ICAT4242B PERFORM UNIT TEST FOR A CLASS

WEBSITE
- ICAAS035C RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
- ICAB4137B PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES
- ICAB5185B CREATE DYNAMIC PAGES
- ICAT4188B ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS
- ICAT4183B CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS
- ICAT4185B CREATE A WEBSITE TESTING PROCEDURE

ICAT4186B CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
- CUFMENM12A UPDATE WEB PAGES
- MULTIMEDIA DEVELOPMENT
- CUFMENM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE
- CUFMENM04A TEST A MULTIMEDIA PRODUCT
- CUFMENM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE
- CUFMENM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT
- CUFWMR70A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA
- CUFWMR70A WRITE THE SCRIPT
- ICPKN315B APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR

DIGITAL AND VIDEO
- CUFAMC11A SET UP AND OPERATE A BASIC VIDEO CAMERA
- CUFAMC10A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA
- CUFAMC11A OPERATE A CAMERA UNDER SPECIAL CONDITIONS
- CUFMENM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO
- ICPMM321B CAPTURE A DIGITAL IMAGE
- ICPMM346B INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS

COMMUNICATION
- BSBPM505A MANAGE PROJECT QUALITY
- CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
- CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
- ICAAS015B ESTABLISH AND MAINTAIN CLIENT USER LIASON

Elective Units of Study

Achieve 5 Elective Units Chosen from the following sources (Listed in Recommended Order) from the Elective Cluster units above; and/or

elsewhere in the ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 3 units can be selected at Certificate IV); and/or

preferred Training Packages at Diploma or Advanced Diploma (CUIF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design); and/or

any other Training Package (up to a maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (I)
Course Code: ICA61015

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: This course incorporates high-level ICT, process improvement and business skills and knowledge.

Course Objectives: Provides high level ICT, process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations.

Careers: When you graduate you will be qualified for advanced ICT roles.
Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent

Admission Requirements International: Mandatory step bypassed temporarily due to technical work-in-progress on VEEE course approvals. This exception has been implemented so as not to impede this course being approved or hinder marketing and student enrolment.

Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent

Admission Requirements VET: Successful completion of VCE/VCAL or equivalent

Selection Processes: Direct Entry

Course Structure: 12 months full-time, Part-time, Onshore international students

Core Units of Study

- BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION
- PSPPM601B DIRECT COMPLEX PROJECT ACTIVITIES
- ICAA6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES

Specialist Stream Units of Study

- A minimum of five units from one of the specialist streams: (Systems or Software Process Improvement, Systems Development, E-learning, Knowledge Management)

- SYSTEMS OR SOFTWARE PROCESS IMPROVEMENT
  - BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
  - BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT
  - BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
  - ICAA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS
  - ICAA6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION

- SYSTEMS DEVELOPMENT
  - ICAA5035C RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
  - ICAA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS
  - ICAA6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION
  - IACP6040B DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE
  - PRTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS

- E-LEARNING
  - CUFMAM06A DESIGN A MULTIMEDIA PRODUCT
  - TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES
  - TAADEL501B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING
  - TAAENV501B MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE

- KNOWLEDGE MANAGEMENT
  - BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
  - BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
  - ICAIS216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEMS
  - ICAA5150C EVALUATE VENDOR PRODUCTS AND EQUIPMENT
  - ICAA5138B DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

Elective Units of Study

A minimum of eight units chosen from the following: (listed in preferential order)

- Any ICA60105 - Specialist Stream units (a) (units not already taken); And/or
- Any ICA60105 Specialist Electives Stream units as listed in the Information and Communications Technology Training Package (ICADS) And/or
- ICADS General Electives list as listed in the Information and Communications Technology Training Package (ICADS) And/or
- ICADS Information and Communications Technology Training Package at Diploma or Advanced Diploma level units and which have not been previously counted in a Diploma qualification; And/or
- Any other Training Package units at Advanced Diploma (to a maximum of 4 units) based on documented industry or enterprise needs.

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (NETWORK SECURITY) (I)

Course Code: ICA60205

Campus: Footscray Nicholson, St Albans, Werribee.

This course is for Continuing students only.

About this course: This course will incorporate the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high-level ICT network security systems and components.

Course Objectives: Provides the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high level ICT network security systems and components.


Course Admission Requirements Year 12: Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Admission Requirements International: Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Admission Requirements Mature Age: Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Admission Requirements VET: Applicants will need to successfully complete the Diploma in Information Technology (General) ICA50105.

Selection Processes: Direct Entry VTAC

Course Structure: 12 months full-time, Part-time, Onshore international students

Core Units of Study

A minimum of eight units from the following:

- BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION
- ICAA5044B DESIGN PLAN
- ICAA6052B DESIGN AN IT SECURITY FRAMEWORK
- ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS
- ICAA5045B IMPLEMENT RISK MANAGEMENT PROCESSES
- ICAA6157B IMPLEMENT CHANGE MANAGEMENT PROCESSES
- ICPPP411A UNDERTAKE A COMPLEX DESIGN BRIEF

A minimum of eight units from the following:

- BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION
- ICAA5044B DESIGN PLAN
- ICAA6052B DESIGN AN IT SECURITY FRAMEWORK
- ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS
- ICAA5045B IMPLEMENT RISK MANAGEMENT PROCESSES
- ICAA6157B IMPLEMENT CHANGE MANAGEMENT PROCESSES
- ICPPP411A UNDERTAKE A COMPLEX DESIGN BRIEF

Number of units: 120
PRSTS301A  IDENTIFY TECHNICAL SECURITY REQUIREMENTS 10
PRSSM504A  PREPARE SECURITY RISK MANAGEMENT PLAN 50
PSPPM601B  DIRECT COMPLEX PROJECT ACTIVITIES 40

(B) Elective Units of Study
A minimum of four units from the following which have not previously counted in a Diploma qualification: ICAA5045B  PRODUCE NETWORK ARCHITECTURE DESIGN 30
ICAA5056B  PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
ICAA5141B  DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICAA5145B  IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICAB5159B  BUILD A SECURITY SHIELD FOR A NETWORK 40
ICAB5160B  BUILD AND CONFIGURE A SERVER 50
ICAB5237B  BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
ICAI5098B  INSTALL AND MANAGE COMPLEX NETWORKS 60
ICAI5100B  BUILD AN INTERNET INFRASTRUCTURE 50
ICAI5176B  INSTALL AND CONFIGURE ROUTER 20
ICAI5197B  INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
ICAI5199B  MANAGE BUSINESS WEBSITES AND SERVERS 30

(C) Elective Units of Study
A minimum of five units from the following: (Listed in Recommended Order)
ICA60205 Electives list;
and/or
ICAO5 Information and Communications Technology Training Package or BSB07 Business Services Training Package at Diploma or Advanced Diploma;
and/or
any other Training Package at Advanced Diploma (to a maximum of 3 units) based on documented industry or enterprise needs.

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (NETWORK SECURITY) (I)
Course Code: ICA60208

Campus: Footscray Nicholson, St Albans, Werribee.

Course Objectives: Provides the skills and knowledge for an individual to be competent in planning, technical design, implementation and management of complex and high level ICT network security systems and components.


Course Duration: 1 year

Admission Requirements Other: Students will be required to complete the Diploma in Information Technology (General) [ICA50105] in order to meet the prerequisite requirements for some of the competencies within this qualification.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ICAA5140C</td>
<td>DESIGN A SERVER</td>
<td>30</td>
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<tr>
<td>ICAA5144B</td>
<td>DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK</td>
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<tr>
<td>ICAI4029C</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
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<tr>
<td>ICAI5172B</td>
<td>IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK</td>
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<tr>
<td>ICAI5174B</td>
<td>INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS</td>
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<tr>
<td>ICAI5196B</td>
<td>IMPLEMENT SECURE ENCRYPTION TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>ICAS4127B</td>
<td>SUPPORT SYSTEM SOFTWARE</td>
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<tr>
<td>ICAA5241C</td>
<td>DESIGN AN ENTERPRISE WIRELESS LOCAL AREA NETWORK</td>
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<tr>
<td>ICAB4240C</td>
<td>BUILD AN ENTERPRISE WIRELESS NETWORK</td>
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UNITS

Below are subject details for courses offered by the School of ICT in 2011. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBEBUS505A IMPLEMENT NEW TECHNOLOGIES FOR BUSINESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit covers planning for the introduction of new technologies, implementing new technologies for the business and managing the change process associated with implementation.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEBUS510A MANAGE E-BUSINESS OUTSOURCING
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.
Nominal Hours: 25
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEBUS511A IMPLEMENT A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit covers implementation of a knowledge management strategy for an e-business through technology and cultural change.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit covers analysis of existing systems, determining e-business requirements for knowledge management and developing a strategy to meet those requirements.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

BSBFLMS512B ENSURE TEAM EFFECTIVENESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Frontline managers have an active role in managing the continuous improvement process in achieving the organisation’s objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.
Nominal Hours: 60
Required Reading: -
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

BSBPMS505A MANAGE PROJECT QUALITY
Locations: St Albans, Werribee, Footscray Park, Sunshine.
Descriptions: This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
This unit of competency could be assessed by the application of design principles and solutions specified in BCA performance requirements or deemed to satisfy provisions applicable to a particular building project. Assessment may be carried out in the workplace or a simulated environment. In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the oracy, language and literacy levels of the operator, and to any cultural issues that may affect responses to the questions, and reflect the requirements of the competency and the work being performed.

BSBPMS508A MANAGE PROJECT RISK
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit specifies the outcomes required to manage risk within a project in order to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
This unit of competency could be assessed by the application of design principles and solutions specified in BCA performance requirements or deemed to satisfy provisions applicable to a particular building project. Assessment may be carried out in the
CUFAMO1A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit describes the skills and knowledge required to interpret the creative brief, develop and implement animation designs for productions within the cultural industries.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFCAM03A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA
Descriptions: This unit describes the skills and knowledge required to interpret the creative brief, develop and produce storyboards for animated productions within the cultural industries.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUFCAM04A OPERATE A CAMERA UNDER SPECIAL CONDITIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit describes the skills and knowledge required to interpret the creative brief, establish and produce the layout drawing specifications and produce layout drawings for animated productions within the cultural industries.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

CUVVSP11B APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of digital images. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Nominal Hours: 50

ICA2015A INSTALL SOFTWARE APPLICATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA2015B INSTALL SOFTWARE APPLICATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA4041A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA4041B DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA4041C DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.
ICAA4058A APPLY SKILLS IN OBJECT ORIENTED DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
Nominal Hours: 40
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA4058B APPLY SKILLS IN OBJECT ORIENTED DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
Nominal Hours: 40
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5035A RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5035B RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Nominal Hours: 20
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA5045A PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5045B PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5045C PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5046A MODEL PREFERRED SYSTEM SOLUTIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to fit a physical model into the design phase of the methodology.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5046B PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to specify the design of the required network architecture.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5048A DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop administrative and technical procedures throughout the life cycle of a system, network, software and documentation project.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5048B DEVELOP CONFIGURATION MANAGEMENT PROTOCOLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5049A DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5049B DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test,
simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5050A DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS

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

Descriptions: This unit defines the competency required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.

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

ICAA5050B DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS

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

Descriptions: This unit defines the competency required to analyse requirements of the project specifications in order to produce a set of high-level component specifications.

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

ICAA5054A VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: St Albans, Werribee, Footscray Park, Sunshine.

Descriptions: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.

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

ICAA5054B VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: St Albans, Werribee, Footscray Park, Sunshine.

Descriptions: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.

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

ICAA5054C VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: St Albans, Werribee, Footscray Park.

Descriptions: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.

Nominal Hours: 20

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

ICAA5056A PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

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

Descriptions: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.

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

ICAA5056B PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

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

Descriptions: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.

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

ICAA5138A DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

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

Descriptions: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.

Nominal Hours: 30
ICAA5138B DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

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

Descriptions: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.

Nominal Hours: 30

Required Reading: -

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

ICAA5139A DESIGN A DATABASE

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

Descriptions: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.

Nominal Hours: 50

Required Reading: -

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

ICAA5140B DESIGN A SERVER

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

Descriptions: This unit defines the competency required to choose appropriate hardware and software and to design a server.

Nominal Hours: 30

Required Reading: -

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

ICAA5139B DESIGN A DATABASE

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

Descriptions: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.

Nominal Hours: 50

Required Reading: -

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

ICAA5140C DESIGN A SERVER

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit defines the competency required to choose appropriate hardware and software and to design a server.

Nominal Hours: 30

Required Reading: -

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

ICAA5141A DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

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

Descriptions: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.

Nominal Hours: 40

Required Reading: -

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

ICAA5141B DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

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

Descriptions: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.

Nominal Hours: 40

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA5141C DESIGN AND DEVELOP DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

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

Descriptions: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.

Nominal Hours: 40


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

ICAA5143A IMPLEMENT PROCESS REENGINEERING STRATEGIES IN AN ORGANISATION

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

Descriptions: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.

Nominal Hours: 20

Required Reading: -

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

ICAA5145A IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK

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

Descriptions: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAAS146A DEVELOP WEBSITE INFORMATION ARCHITECTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS146B DEVELOP WEBSITE INFORMATION ARCHITECTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS147A DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify current and future business requirements for a database.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS147B DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify current and future business requirements for a database.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS148A IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS148B IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS150A EVALUATE VENDOR PRODUCTS AND EQUIPMENT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAAS150C EVALUATE VENDOR PRODUCTS AND EQUIPMENT
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
Nominal Hours: 20
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA5151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

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

Descriptions: This unit defines the competency required to identify, analyse and document business requirements.

Nominal Hours: 30

Required Reading: -

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

ICAA5153A MODEL DATA OBJECTS

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

Descriptions: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.

Nominal Hours: 30

Required Reading: -

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

ICAA5153B MODEL DATA OBJECTS

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

Descriptions: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.

Nominal Hours: 30

Required Reading: -

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

ICAA5154A MODEL DATA PROCESSES

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

Descriptions: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.

Nominal Hours: 30

Required Reading: -

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

ICAA5154B MODEL DATA PROCESSES

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

Descriptions: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.

Nominal Hours: 30

Required Reading: -

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

ICAA5158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

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

Descriptions: This unit defines the competency required to identify the needs of a business or a business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.

Nominal Hours: 20

Required Reading: -

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

ICAA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

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

Descriptions: This unit defines the competency required to identify the needs of a business or a business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.

Nominal Hours: 20

Required Reading: -

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

ICAA5241C DESIGN AN ENTERPRISE WIRELESS LOCAL AREA NETWORK

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

Descriptions: This unit defines the competency required to conduct a site survey and design a complex wireless local area network (LAN). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 30


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAA5245A EVALUATE RFID SYSTEMS

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

Descriptions: This unit defines the competency required for evaluating RFID systems against a client’s business requirements.
ICAA5246A DESIGN AN RFID IMPLEMENTATION

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

Descriptions: This unit defines the competency required for designing an RFID system implementation.

Nominal Hours: 50


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

ICAA6052A DESIGN AN IT SECURITY FRAMEWORK

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

Descriptions: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.

Nominal Hours: 30

Required Reading: -

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

ICAA6052B DESIGN AN IT SECURITY FRAMEWORK

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

Descriptions: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.

Nominal Hours: 30

Required Reading: -

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

ICAA6053A DESIGN SYSTEM SECURITY AND CONTROLS

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

Descriptions: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Nominal Hours: 50

Required Reading: 6420A Configuring and troubleshooting Windows Server 2008 (Fundamentals of Windows Server 2008 Network and Applications Infrastructure)

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

ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS

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

Descriptions: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Nominal Hours: 30

Required Reading: -

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

ICAA6149A IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS

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

Descriptions: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations.

Nominal Hours: 30

Required Reading: -

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

ICAA6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS

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

Descriptions: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 30

Required Reading: -

Assessment: -

ICAA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION

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

Descriptions: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.

Nominal Hours: 30

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAA6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB3018A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB3018B DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4075A USE A LIBRARY OR PREEXISTING COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4075B USE A LIBRARY OR PREEXISTING COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4135A CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4135B CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

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

Descriptions: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.

Nominal Hours: 60

Required Reading: -

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

ICAB4136B USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

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

Descriptions: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.

Nominal Hours: 60

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

ICAB4137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

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

Descriptions: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.

Nominal Hours: 40

Required Reading: -

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

ICAB4137B PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

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

Descriptions: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.

Nominal Hours: 40

Required Reading: -

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

ICAB4169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE

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

Descriptions: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.

Nominal Hours: 20

Required Reading: No required text

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 22051VIC Diploma of Business (Public Relations) Assessment method will include skills test and practical applications.

ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE

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

Descriptions: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.

Nominal Hours: 20

Required Reading: No required text

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

ICAB4170A BUILD A DATABASE

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

Descriptions: This unit defines the competency required to build and implement a database using an established design.

Nominal Hours: 30

Required Reading: -

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

ICAB4170B BUILD A DATABASE

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

Descriptions: This unit defines the competency required to build and implement a database using an established design.

Nominal Hours: 30

Required Reading: -

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

ICAB4219A APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS

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

Descriptions: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
ICAB4219B APPLY INTRODUCTORY OBJECT ORIENTATED LANGUAGE SKILLS

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

Descriptions: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.

Nominal Hours: 60

Required Reading: -

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

ICAB4225A AUTOMATE PROCESSES

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

Descriptions: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.

Nominal Hours: 40

Required Reading: -

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

ICAB4225B AUTOMATE PROCESSES

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

Descriptions: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.

Nominal Hours: 40

Required Reading: -

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

ICAB4229B INTERMEDIATE PROG SKILLS IN ANOTHER LANGUAGE

Locations: Footscray Nicholson, St Albans, Werribee.

Prerequisites: ICAB4222B

Descriptions: This unit defines the competency required to undertake intermediate programming tasks using another programming language. The language may be an object-oriented language. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAB4240C BUILD AN ENTERPRISE WIRELESS NETWORK

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

Descriptions: This unit defines the competency required to build an enterprise wireless network. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 20


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAB5062A PERFORM DATA CONVERSION

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

Descriptions: This unit defines the competency required to translate data from one format to another by means of a data conversion process.

Nominal Hours: 20

Required Reading: -

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

ICAB5062B PERFORM DATA CONVERSION

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

Descriptions: This unit defines the competency required to translate data from one format to another by means of a data conversion process.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB5065A PREPARE FOR THE BUILD PHASE

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

Descriptions: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system.

Nominal Hours: 20

Required Reading: -

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

ICAB5065B PREPARE FOR THE BUILD PHASE

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

Descriptions: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system.

Nominal Hours: 20

Required Reading: -

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

ICAB5066A COORDINATE THE BUILD PHASE

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

Descriptions: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.

Nominal Hours: 20

Required Reading: -

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

ICAB5066B COORDINATE THE BUILD PHASE

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

Descriptions: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.

Nominal Hours: 20

Required Reading: -

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

ICAB5068A BUILD USING RAPID APPLICATION DEVELOPMENT

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

Descriptions: This unit defines the competency required to build using rapid application development (RAD) tools.

Nominal Hours: 40

Required Reading: -

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

ICAB5068B BUILD USING RAPID APPLICATION DEVELOPMENT

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

Descriptions: This unit defines the competency required to build using rapid application development (RAD) tools.

Nominal Hours: 40

Required Reading: -

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

ICAB5072A DEVELOP INTEGRATION BLUEPRINT

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

Descriptions: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.

Nominal Hours: 20

Required Reading: -

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

ICAB5072B DEVELOP INTEGRATION BLUEPRINT

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

Descriptions: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.

Nominal Hours: 20

Required Reading: -

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

ICAB5159A BUILD A SECURITY SHIELD FOR A NETWORK

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

Descriptions: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).

Nominal Hours: 40

Required Reading: -

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

ICAB5159C BUILD A SECURITY SHIELD FOR A NETWORK

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

Descriptions: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).

Nominal Hours: 40

Required Reading: Microsoft Official Course 2009 Microsoft Press 6430A Planning and Administering
ICAB5160A BUILD AND CONFIGURE A SERVER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160B BUILD AND CONFIGURE A SERVER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160C BUILD AND CONFIGURE A SERVER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build, configure and test a server.
Nominal Hours: 50
Required Reading: 6420A Extensible mark-up language (XML) document to suit a specified requirement.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5161A BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5161B BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5162A INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5162B INSTALL, CONFIGURE AND TEST A PAYMENT GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5165A CREATE DYNAMIC PAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build active or dynamic web pages.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB5165B CREATE DYNAMIC PAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build active or dynamic web pages.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5177A BUILD JAVA APPLETS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5177B BUILD JAVA APPLETS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5179A BUILD DECKS USING WIRELESS MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to create wireless mark-up language (WML) decks.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5179B BUILD DECKS USING WIRELESS MARK UP LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to create wireless mark-up language (WML) decks.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180A INTEGRATE DATABASE WITH A WEBSITE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180B INTEGRATE DATABASE WITH A WEBSITE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5180C INTEGRATE DATABASE WITH A WEBSITE
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit defines the competency required to ensure database connectivity with a website.
Nominal Hours: 25
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223A APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223B APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5226A APPLIED ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Nominal Hours: 80
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5226B APPLIED ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Nominal Hours: 80
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5227A APPLIED ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Nominal Hours: 80
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5227B APPLIED ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Nominal Hours: 80
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228A MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain the functionality of legacy code programs.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain the functionality of legacy code programs.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230A MAINTAIN CUSTOM SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230B MAINTAIN CUSTOM SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAB5237A BUILD A HIGH PERFORMANCE SECURITY PERIMETER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Nominal Hours: 30
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Nominal Hours: 30
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5238A BUILD A HIGHLY SECURE FIREWALL
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build high performance failure resistant security perimeters.
Nominal Hours: 30
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5238B BUILD A HIGHLY SECURE FIREWALL
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to build high performance failure resistant security perimeters.
Nominal Hours: 30
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2003A RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Nominal Hours: 20
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Nominal Hours: 20
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2012A DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Nominal Hours: 40
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD2012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Nominal Hours: 40
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD3218A CREATE USER DOCUMENTATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.
Nominal Hours: 20
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAD4043A DEVELOP AND PRESENT A FEASIBILITY REPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4043B DEVELOP AND PRESENT A FEASIBILITY REPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4190A MAINTAIN INFORMATION STANDARDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation's website information and processes.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4190B MAINTAIN INFORMATION STANDARDS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation's website information and processes.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5210A ANALYSE INFORMATION AND ASSIGN META TAGS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD5210B ANALYSE INFORMATION AND ASSIGN META TAGS
FACULTY OF TECHNICAL AND TRADES INNOVATION

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

Descriptions: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.

Nominal Hours: 20

Required Reading: -

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

ICAI2015A INSTALL SOFTWARE APPLICATIONS

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

Descriptions: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages; ICAU2231A Use computer operating system. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements; ICAS2017A Maintain system integrity; ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages ICAU2231A Use computer operating system.

Nominal Hours: 20

Required Reading: -

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

ICAI2015B INSTALL SOFTWARE APPLICATIONS

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

Descriptions: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages; ICAU2231A Use computer operating system. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements; ICAS2017A Maintain system integrity; ICAU2005A Operate computer hardware; ICAU2006A Operate computing packages ICAU2231A Use computer operating system.

Nominal Hours: 20

Required Reading: -

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

ICAI3020A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE

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

Descriptions: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICA3020B INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE

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

Descriptions: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs. The following units are linked and form an appropriate cluster: ICA3024B Provide basic system administration ICAT3025B Run standard diagnostic tests

Nominal Hours: 40
Required Reading: -
Assessment: -

ICA3021A CONNECT INTERNAL HARDWARE COMPONENTS

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

Descriptions: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.

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

ICA3021B CONNECT INTERNAL HARDWARE COMPONENTS

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

Descriptions: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.

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

ICA3101A INSTALL AND MANAGE A NETWORK

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

Descriptions: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

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

ICA3110A IMPLEMENT SYSTEM SOFTWARE CHANGES

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

Descriptions: This unit defines the competency required to implement system software changes and to handover the modified system to the client's operational area.

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

ICA3110B IMPLEMENT SYSTEM SOFTWARE CHANGES

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

Descriptions: This unit defines the competency required to implement system software changes and to handover the modified system to the client's operational area.

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

ICA3110C IMPLEMENT SYSTEM SOFTWARE CHANGES

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit defines the competency required to implement system software changes and to handover the modified system to the client's operational area.

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

ICA4029A INSTALL NETWORK HARDWARE TO A NETWORK

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

Descriptions: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
FACULTY OF TECHNICAL AND TRADES INNOVATION

يكاI4029B INSTALL NETWORK HARDWARE TO A NETWORK

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

Descriptions: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

يكاI4029C INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit defines the competency required to plan, manage and install new hardware components in a network.

Nominal Hours: 40

Required Reading: -

Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

يكاI4030A INSTALL SOFTWARE TO NETWORKED COMPUTERS

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

Descriptions: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.

Nominal Hours: 40

Required Reading: -

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

يكاI4030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

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

Descriptions: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.

Nominal Hours: 40

Required Reading: -

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

يكاI4097A INSTALL AND CONFIGURE A NETWORK

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

Descriptions: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

Nominal Hours: 40

Required Reading: -

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

يكاI4097B INSTALL AND CONFIGURE A NETWORK

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

Descriptions: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

Nominal Hours: 40

Required Reading: -

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

يكاI4097C INSTALL AND CONFIGURE A NETWORK

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

Nominal Hours: 40

Required Reading: -

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

يكاI4189A ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS

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

Descriptions: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical infrastructure protocols.

Nominal Hours: 30

Required Reading: -

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

يكاI4189B ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS

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

Descriptions: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical infrastructure protocols.

Nominal Hours: 30

Required Reading: -
ICA5088A  INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088B  INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088C  INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5087A  ACQUIRE SYSTEM COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify system components and to follow procedures to purchase those components.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5087B  ACQUIRE SYSTEM COMPONENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to identify system components and to follow procedures to purchase those components.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088A  EVALUATE AND NEGOTIATE VENDOR OFFERINGS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to research, evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088B  EVALUATE AND NEGOTIATE VENDOR OFFERINGS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to research, evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088C  EVALUATE AND NEGOTIATE VENDOR OFFERINGS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to research, evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5100A  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5100B  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088A  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICA5088A  BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS100CBUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to design and implement an infrastructure for internet services.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS152A IMPLEMENT RISK MANAGEMENT PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS152B IMPLEMENT RISK MANAGEMENT PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS173A INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS152A INSTALL AND CONFIGURE ROUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS174A INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS174B INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAIS176A INSTALL AND CONFIGURE ROUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Descriptions: This unit defines the competency required to install and configure a router to a basic level.

Nominal Hours: 20

Required Reading: -

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

ICA15176B INSTALL AND CONFIGURE ROUTER

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

Descriptions: This unit defines the competency required to install and configure a router to a basic level.

Nominal Hours: 20


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

ICA15196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

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

Descriptions: This unit defines the competency required to ensure secure encryption is applied and monitored.

Nominal Hours: 20

Required Reading: -

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

ICA15196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGY

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

Descriptions: This unit defines the competency required to ensure secure encryption is applied and monitored.

Nominal Hours: 20

Required Reading: -

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

ICA15197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

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

Descriptions: This unit defines the competency required to develop, install and maintain an authentication processes.

Nominal Hours: 25

Required Reading: -

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

ICA15197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

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

Descriptions: This unit defines the competency required to develop, install and maintain an authentication processes.

Nominal Hours: 25

Required Reading: -

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

ICA15216A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM

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

Descriptions: This unit defines the competency required to monitor and improve a knowledge management system.

Nominal Hours: 20

Required Reading: -

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

ICA15216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM

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

Descriptions: This unit defines the competency required to monitor and improve a knowledge management system.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAIS250A DEVELOP, IMPLEMENT AND EVALUATE SYSTEM AND APPLICATION SECURITY

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

Descriptions: This unit defines the competency required to develop, implement and evaluate information security in an IT system or application during the System Development Life Cycle (SDLC) prior to the Operations and Maintenance phase. The practice of these protocols ensures that the operation of IT systems and software does not present undue risk to the enterprise and its information assets. This objective is accomplished through risk assessment; risk mitigation; security control selection, implementation and evaluation; and software security standards compliance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60


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

ICAIS252A DEVELOP, IMPLEMENT AND EVALUATE AN INCIDENT RESPONSE PLAN

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

Descriptions: This unit defines the competency required for the application of the knowledge and understanding of the process to prepare and prevent, detect, contain, eradicate, and recover, and apply lessons learned from incidents impacting the mission of an organisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 30


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

ICAIS253A IMPLEMENT AND EVALUATE SYSTEMS FOR REGULATORY AND STANDARDS COMPLIANCE

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

Descriptions: This unit defines the competency required to implement and evaluate the application of the principles, policies, and procedures that enable an enterprise to meet applicable information security laws, regulations, standards, and policies to satisfy statutory requirements, perform industry-wide best practices, and achieve its information security program goals. Design aspects are appropriately covered in ICAA6052B Design an IT security framework. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 20


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

ICAIS187A IMPLEMENT CHANGE MANAGEMENT PROCESSES

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

Descriptions: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.

Nominal Hours: 30

Required Reading: -

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

ICAIS187B IMPLEMENT CHANGE MANAGEMENT PROCESSES

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

Descriptions: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.

Nominal Hours: 20

Required Reading: -

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

ICAITS032B PROVIDE NETWORK SYSTEM ADMINISTRATION

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

Descriptions: This unit expresses the competency required to technically manage elements of a network.

Nominal Hours: 20

Required Reading: -

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

ICAITW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

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

Descriptions: Establish own work schedule; Participate in team structure.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAITU006A OPERATE COMPUTING PACKAGES

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

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

ICAITU129A OPERATE A WORD PROCESSING APPLICATION


Descriptions: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.

Nominal Hours: 30
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU130A OPERATE A SPREADSHEET APPLICATION


Descriptions: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.

Nominal Hours: 30
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU131A OPERATE A DATABASE APPLICATION

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

Descriptions: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.

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

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

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

Descriptions: Access the internet; Search the internet; Send and organise messages; Create an address book.

Nominal Hours: 25
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAP5036A DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS

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

Descriptions: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.

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

ICAP5036B DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS

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

Descriptions: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.

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

ICAP5039A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

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

Descriptions: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.

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

ICAP5039B MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

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

Descriptions: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.

Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAP5155A PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS

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

Descriptions: Select the process to be re engineered; Identify the strategic context; Design the new process.

Nominal Hours: 30

Required Reading: -

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

ICAP5155B PLAN PROCESS RE ENGINEERING STRATEGIES FOR BUSINESS

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

Descriptions: Select the process to be re engineered; Identify the strategic context; Design the new process.

Nominal Hours: 30

Required Reading: -

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

ICAP6040A DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE

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

Descriptions: Establish contract; Monitor contract

Nominal Hours: 30

Required Reading: -

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

ICAP6040B DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE

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

Descriptions: Establish contract; Monitor contract

Nominal Hours: 30

Required Reading: -

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

ICAS1193A CONNECT WORKSTATION TO THE INTERNET

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

Descriptions: This unit defines the competency required to connect a workstation or networked computer to the internet. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAT1206A Check site security; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Nominal Hours: 10

Required Reading: -

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

ICAS2008A MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION

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

Descriptions: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAT1206A Check site security; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Nominal Hours: 10

Required Reading: -

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

ICAS2008B MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION

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

Descriptions: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAT1206A Check site security; ICAU1128A Operate a personal computer; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Nominal Hours: 10

Required Reading: -

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

ICAS2009A INTERACT WITH CLIENTS

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

Descriptions: Deliver support to clients; Respond to client complaints;

Nominal Hours: 20

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

ICAS2009B  INTERACT WITH CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Deliver support to clients; Respond to client complaints;
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2010A  APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify problems; Recommend solutions to problem
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2010B  APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify problems; Recommend solutions to problem
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2014A  CONNET HARDWARE PERIPHERALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2014B  CONNECT HARDWARE PERIPHERALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to connect hardware peripherals according to instructions.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS2016A RECORD CLIENT SUPPORT REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Log requests for support; Prioritise support requests with appropriate personal
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2016B RECORD CLIENT SUPPORT REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Log requests for support; Prioritise support requests with appropriate personal
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2017A MAINTAIN SYSTEM INTEGRITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to protect and secure standalone or client server environments.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2017B MAINTAIN SYSTEM INTEGRITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to protect and secure standalone or client server environments.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3024A PROVIDE BASIC SYSTEM ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3024B PROVIDE BASIC SYSTEM ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2243A DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to reduce the risk of a computer’s operation being affected by spam or destructive software.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to reduce the risk of a computer’s operation being affected by spam or destructive software.
Nominal Hours: 10
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3031A PROVIDE ADVICE TO CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3031B PROVIDE ADVICE TO CLIENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
ICAS3032A PROVIDE NETWORK SYSTEMS ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3034A DETERMINE AND ACTION NETWORK PROBLEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3034B DETERMINE AND ACTION NETWORK PROBLEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3115A MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3120A CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3120B CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
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ICAS3120C CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3121A ADMINISTER NETWORK PERIPHERALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Maintain peripherals and fix common problems
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3121B ADMINISTER NETWORK PERIPHERALS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Maintain peripherals and fix common problems
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3234A CARE FOR COMPUTER HARDWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Establish safe work practices; Establish location requirements for hardware and peripherals; Establish maintenance practices; Determine appropriate hardware quality standards
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4022B DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to record and prioritise client support activities, determine the required resources, solve client computing problems or escalate as necessary.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4023A PROVIDE ONE-TO-ONE INSTRUCTION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4023B PROVIDE ONE-TO-ONE INSTRUCTION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4033A ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS4033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

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

Descriptions: Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.

Nominal Hours: 20

Required Reading: -

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

ICAS4106A ACTION AND COMPLETE CHANGE REQUESTS

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

Descriptions: Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.

Nominal Hours: 40

Required Reading: -

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

ICAS4106B ACTION AND COMPLETE CHANGE REQUESTS

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

Descriptions: Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.

Nominal Hours: 40

Required Reading: -

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

ICAS4107A MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM

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

Descriptions: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.

Nominal Hours: 40

Required Reading: -

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

ICAS4107B MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM

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

Descriptions: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.

Nominal Hours: 40

Required Reading: -

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

ICAS4108A COMPLETE DATABASE BACK-UP AND RECOVERY

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

Descriptions: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.

Nominal Hours: 30

Required Reading: -

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

ICAS4108B COMPLETE DATABASE BACK-UP AND RECOVERY

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

Descriptions: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.

Nominal Hours: 30

Required Reading: -

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

ICAS4109A EVALUATE SYSTEM STATUS

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

Descriptions: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours: 20

Required Reading: -

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

ICAS4109B EVALUATE SYSTEM STATUS

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

Descriptions: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAS4113A  IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

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

Descriptions: Diagnose problems; Configure database; Tune database.

Nominal Hours: 30

Required Reading: -

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

ICAS4113B  IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

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

Descriptions: Diagnose problems; Configure database; Tune database.

Nominal Hours: 30

Required Reading: -

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

ICAS4114A  IMPLEMENT MAINTENANCE PROCEDURES

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

Descriptions: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.

Nominal Hours: 10

Required Reading: -

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

ICAS4114B  IMPLEMENT MAINTENANCE PROCEDURES

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

Descriptions: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.

Nominal Hours: 10

Required Reading: -

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

ICAS4116A  UNDERTAKE CAPACITY PLANNING

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

Descriptions: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.

Nominal Hours: 50

Required Reading: -

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

ICAS4116B  UNDERTAKE CAPACITY PLANNING

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

Descriptions: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.

Nominal Hours: 50

Required Reading: -

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

ICAS4125A  MONITOR AND ADMINISTER A DATABASE

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

Descriptions: Start up a database; Manage database; Manage database access.

Nominal Hours: 30

Required Reading: -

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

ICAS4125B  MONITOR AND ADMINISTER A DATABASE

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

Descriptions: Start up a database; Manage database; Manage database access.

Nominal Hours: 30

Required Reading: -

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

ICAS4127A  SUPPORT SYSTEM SOFTWARE

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

Descriptions: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.

Nominal Hours: 50

Required Reading: -

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

ICAS4127B  SUPPORT SYSTEM SOFTWARE

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

Descriptions: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4134A PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4134B PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4134C PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS4191A MAINTAIN WEBSITE PERFORMANCE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS5102A ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine support areas; Develop support procedures; Assign support personnel.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine support areas; Develop support procedures; Assign support personnel.
Nominal Hours: 20
Required Reading: -
ICAS5103A ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY

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

Descriptions: Identify support procedures; Undertake support Gather feedback.

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

ICAS5103B ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY

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

Descriptions: Identify support procedures; Undertake support Gather feedback.

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

ICAS5104A DETERMINE MAINTENANCE STRATEGY

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

Descriptions: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.

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

ICAS5104B DETERMINE MAINTENANCE STRATEGY

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

Descriptions: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.

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

ICAS5105A COORDINATE CHANGE REQUESTS

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

Descriptions: Classify and monitor change requests; Determine priority settings; Develop change analysis work plan to develop and implement changes; Confirm change plan is complete and satisfies client.

Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICASS123B MANAGE NETWORK SECURITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS123C MANAGE NETWORK SECURITY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS192A CONFIGURE AN INTERNET GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS192B CONFIGURE AN INTERNET GATEWAY
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS199A MANAGE BUSINESS WEBSITES AND SERVERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS199B MANAGE BUSINESS WEBSITES AND SERVERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS202A ENSURE PRIVACY FOR USERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS202B ENSURE PRIVACY FOR USERS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASS203A EVALUATE AND SELECT A WEB HOSTING SERVICE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Select ISP based on selection criteria approved by the client; Ensure guarantee of permanent on line presence; Ensure that web host meets technical requirements; Performance is benchmarked and tested against specified criteria.
Nominal Hours: 15
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICASS5203B EVALUATE AND SELECT A WEB HOSTING SERVICE

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

Descriptions: Select ISP based on selection criteria approved by the client; Ensure guarantee of permanent on line presence; Ensure that web host meets technical requirements; Performance is benchmarked and tested against specified criteria.

Nominal Hours: 15

Required Reading: -

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

ICAT1206A CHECK SITE SECURITY

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

Descriptions: This unit defines the competency required to use the features of a web browser to determine the security status of a remote server before it is accessed.

Nominal Hours: 10

Required Reading: -

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

ICAT1206B CHECK SITE SECURITY

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

Descriptions: This unit defines the competency required to use the features of a web browser to determine the security status of a remote server before it is accessed.

Nominal Hours: 10

Required Reading: -

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

ICAT3025A RUN STANDARD DIAGNOSTIC TESTS

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

Descriptions: Operate system diagnostics; Scan system for viruses.

Nominal Hours: 20

Required Reading: -

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

ICAT3025B RUN STANDARD DIAGNOSTIC TESTS

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

Descriptions: Operate system diagnostics; Scan system for viruses.

Nominal Hours: 20

Required Reading: -

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

ICAT4183A CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS

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

Descriptions: Identify accessibility standards; Test for accessibility of website; Test pages.

Nominal Hours: 10

Required Reading: -

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

ICAT4183B CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS

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

Descriptions: Prepare test; Test individual pages; Test page relationships; Evaluate test results.

Nominal Hours: 20

Required Reading: -

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

ICAT4185A CREATE A WEBSITE TESTING PROCEDURE

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

Descriptions: Document and define performance criteria; Validate performance measures; Obtain sign off.

Nominal Hours: 20

Required Reading: -

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

ICAT4185B CREATE A WEBSITE TESTING PROCEDURE

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

Descriptions: Document and define performance criteria; Validate performance measures; Obtain sign off.

Nominal Hours: 20

Required Reading: -

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

ICAT4186A CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES

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

Descriptions: Prepare test; Test individual pages; Test page relationships; Evaluate test results.

Nominal Hours: 20

Required Reading: -
ICAT4186B  CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4221A  LOCATE EQUIPMENT, SYSTEM AND SOFTWARE FAULTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Choose the most appropriate fault finding method; Analyse the problem to be solved; Define the causes of the problem and create a plan of action; Review problem and system status.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4221B  LOCATE EQUIPMENT, SYSTEMS AND SOFTWARE FAULTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Choose the most appropriate fault finding method; Analyse the problem to be solved; Define the causes of the problem and create a plan of action; Review problem and system status.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4242A  PERFORM UNIT TEST FOR A CLASS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT4242B  PERFORM UNIT TEST FOR A CLASS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079A  PERFORM INTEGRATION TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079B  PERFORM INTEGRATION TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5081A  PERFORM SYSTEMS TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5081B  PERFORM SYSTEMS TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Prepare for test; Conduct test; Analyse and classify results.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5083A  DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Obtain sign off and acceptance;
ICAU1128A OPERATE A PERSONAL COMPUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Nominal Hours: 30
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128B OPERATE A PERSONAL COMPUTER
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.
Nominal Hours: 30
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1129A OPERATE A WORD PROCESSING APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add images; Use mail merge; Print documents.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1130A OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1130B OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1131A OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to operate database applications and perform basic operations.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1131B OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to operate database applications and perform basic operations.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1132A OPERATE A PRESENTATION PACKAGE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to operate presentation applications and perform basic operations.
Nominal Hours: 25
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAU1133B  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL

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

Descriptions: Access the internet; Search the internet; Research and apply ‘netiquette’ principles; Send and organise messages; Create an address book.

Nominal Hours: 25

Required Reading: -

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

ICAU1204A  LOCATE AND USE RELEVANT ONLINE INFORMATION

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

Descriptions: This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.

Nominal Hours: 20

Required Reading: -

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

ICAU1211A  OPERATE ACCOUNTING APPLICATIONS

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

Descriptions: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.

Nominal Hours: 30

Required Reading: -

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

ICAU1211B OPERATE ACCOUNTING APPLICATIONS

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

Descriptions: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.

Nominal Hours: 30

Required Reading: -

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

ICAU1213A  CONDUCT ON-LINE TRANSACTIONS

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

Descriptions: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.

Nominal Hours: 10

Required Reading: -

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

ICAU1213B  CONDUCT ON-LINE TRANSACTIONS

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

Descriptions: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.

Nominal Hours: 10

Required Reading: -

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

ICAU1215A  USE PERSONAL PRODUCTIVITY TOOL

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

Descriptions: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.

Nominal Hours: 20

Required Reading: -

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

ICAU1215B  USE PERSONAL PRODUCTIVITY TOOL

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

Descriptions: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.

Nominal Hours: 20

Required Reading: -

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

ICAU2005A  OPERATE COMPUTER HARDWARE

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

Descriptions: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.

Nominal Hours: 20

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAU2005B OPERATE COMPUTER HARDWARE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2006A OPERATE COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Use appropriate software; Access, retrieve and manipulate data; Access and use help functions within each application; Use keyboard and equipment.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2007A MAINTAIN EQUIPMENT AND CONSUMABLES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Nominal Hours: 30
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2231A USE COMPUTER OPERATING SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2231B USE COMPUTER OPERATING SYSTEMS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3004A APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.
Nominal Hours: 20
Required Reading: -
ICAU3019A MIGRATE TO NEW TECHNOLOGY

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

Descriptions: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.

Nominal Hours: 20

Required Reading: -

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

ICAU3019B MIGRATE TO NEW TECHNOLOGY

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

Descriptions: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.

Nominal Hours: 20

Required Reading: -

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

ICAU3028A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

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

Descriptions: Analyse customisation requirements; Develop customisation; Provide support for customised application;

Nominal Hours: 60

Required Reading: -

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

ICAU3028B CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

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

Descriptions: Analyse customisation requirements; Develop customisation; Provide support for customised application;

Nominal Hours: 60

Required Reading: -

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

ICAU4205A SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS

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

Descriptions: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.

Nominal Hours: 40

Required Reading: -

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

ICAU4205B SELECT AND EMPLOY SOFTWARE AND HARDWARE TOOLS

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.

Nominal Hours: 40


Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

ICAU4207A APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES

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

Descriptions: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;

Nominal Hours: 20

Required Reading: -

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

ICAU4207B APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES

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

Descriptions: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;

Nominal Hours: 20

Required Reading: -

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

ICAU5208A USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
ICAUS2088 USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT

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

Descriptions: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;

Nominal Hours: 20

Required Reading: -

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

ICAU5208B USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT

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

Descriptions: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;

Nominal Hours: 20

Required Reading: -

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

ICAW2001A WORK EFFECTIVELY IN AN IT ENVIRONMENT

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

Descriptions: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation

Nominal Hours: 20

Required Reading: -

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

ICAW2001B WORK EFFECTIVELY IN AN IT ENVIRONMENT

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

Descriptions: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation

Nominal Hours: 20

Required Reading: -

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

ICAW2002A COMMUNICATE IN THE WORKPLACE

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

Descriptions: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.

Nominal Hours: 20

Required Reading: -

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

ICAW2002B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS

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

Descriptions: Establish own work schedule; Participate in team structure

Nominal Hours: 20

Required Reading: -

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

ICAW2011A WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS

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

Descriptions: Establish own work schedule; Participate in team structure

Nominal Hours: 20

Required Reading: -

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

ICAW2011B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS

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

Descriptions: Establish own work schedule; Participate in team structure

Nominal Hours: 20

Required Reading: -

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

ICAW4027A RELATE TO CLIENTS ON A BUSINESS LEVEL

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

Descriptions: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.

Nominal Hours: 40

Required Reading: -

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICAW4214A MAINTAIN ETHICAL CONDUCT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Produce code of ethics; Maintain good work practices;
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAW4214B MAINTAIN ETHICAL CONDUCT
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Produce code of ethics; Maintain good work practices;
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPKN315A APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Apply knowledge of multimedia and the printing industry; Apply knowledge of government acts and regulations; Apply knowledge of pre-press processes; Apply detailed knowledge of multimedia techniques and requirements; Apply knowledge of colour theory; Apply basic knowledge of costs of production; Demonstrate basic knowledge of production management requirements and systems.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPKN315B APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: Apply knowledge of multimedia and the printing industry; Apply knowledge of government acts and regulations; Apply knowledge of pre-press processes; Apply detailed knowledge of multimedia techniques and requirements; Apply knowledge of colour theory; Apply basic knowledge of costs of production; Demonstrate basic knowledge of production management requirements and systems.
Nominal Hours: 60
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM263A ACCESS AND USE THE INTERNET
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify and use local resources; Identify and use remote resources
Nominal Hours: 20
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM321A CAPTURE A DIGITAL IMAGE
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM321B CAPTURE A DIGITAL IMAGE
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM346A INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM346B INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Nominal Hours: 40
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM581A MANAGE MULTIMEDIA PRODUCTION
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.
Descriptions: Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.
Nominal Hours: 50
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPMM581B MANAGE MULTIMEDIA PRODUCTION
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.
Nominal Hours: 50
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.
ICTTC116B INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLELING (ACA RESTRICTED RULE)

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

Descriptions: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Restricted” Cabling Provider Rule. Restricted cabling is used in typical domestic premises but is also found in some small office home offices and small business premises situations.

Nominal Hours: 60

Required Reading: -

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

ICTTC116B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLELING: ACA

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

Descriptions: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Restricted” Cabling Provider Rule. Restricted cabling is used in typical domestic premises small office home offices and small business premises situations. Restricted cablers can install cable in large commercial and industrial premises as long as the cabling is behind a compliant device and cabling is not via jumperable distributors or patch panels. This unit applies to customer cabling terminated on sockets and network termination devices (NTD). It applies to the installation, maintenance and modification of indoor and external
Customer cabling, for the purpose of this standard, may be used to connect devices for a range of applications including: telecommunications (phones, facsimile and answering machines), simple data and computer use, security alarm panels, and fire control panels.

Nominal Hours: 60

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

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**ICTTC168A  DESIGN AND IMPLEMENT AN ENTERPRISE VOIP AND UNIFIED COMMUNICATIONS NETWORK**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Descriptions:** This unit applies to designing and implementing the infrastructure for enterprise voice over internet protocol (VoIP) and unified communications (UC) systems to meet business requirements using converging network technologies. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Nominal Hours: 60

**Required Reading:**
- 6425A Configuring and troubleshooting Windows Server 2008
- Network and Applications Infrastructure
- Mark Ciampa 2009 Thomson Course Technology

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

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**PSPPM404A  CARRY OUT SIMPLE PROJECT ACTIVITIES**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Descriptions:** This unit covers the activities required to carry out simple projects, working on one project at a time.

Nominal Hours: 40

**Required Reading:** Bryon Writh and Leon Plesniarki 2008

**Assessment:** Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

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**TLIJ107C  APPLY QUALITY PROCEDURES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.

Nominal Hours: 20

**Required Reading:** VU produced Unit Learning Resources VU

**Assessment:** The following methods may be used in assessing units: - Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL
SCHOOL OF PERSONAL SERVICES

Below are details of courses offered by the School of Personal Services in 2011. 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
Course Code: 22020VIC
Campus: City King St.
About this course: This course provides training in the three main branches of modelling: fashion parades, photographic work and media productions.
Course Objectives: The purpose of the qualification is to develop skills and knowledge to be able to work in a range of modelling contexts. It develops the skills to source and undertake modelling activities to the standard expected by the industry. This includes industry expectations of the personal grooming and communication skills of models and their ability to promote products or services.
Careers: Modelling
Course Duration: 0. 5 years
Admission Requirements Year 12: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements International: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements Mature Age: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Admission Requirements VET: All students are interviewed for selection and complete a selection test prior to admission. Language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework.
Selection Processes: Direct Entry Interview Written Test
Prerequisite Unit Requirements: There are no pre-requisite unit requirements for this course.
Course Structure: To be eligible for the award 22020VIC in Certificate II in Modelling students must successfully complete units comprising: 8 core units 1 elective unit Core Units

DIPLOMA OF SPECIALIST MAKE-UP SERVICES (I)
Course Code: CUF50407
Campus: City King St.
About this course: This course 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.
Course Objectives: This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.
Careers: You will be qualified to work as a make-up/hair stylist/designer, special make-up effects artist/designer, freelance TV, theatre and film make-up artist.
Course Duration: 1 year
Selection Processes: Direct Entry Interview VTAC
Course Structure: Students must complete a total of 17 units: 6 core units plus 5 specialist units plus 6 elective units. 4 of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package. Units must be selected from a Diploma level qualification. No more than 4 elective units previously achieved can be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Core Units: BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40

NOTE: Courses available to International students are marked with the (I) symbol.
CERTIFICATE II IN NAIL TECHNOLOGY
Course Code: WRB20104
Campus: City King St.
About this course: This 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 or pedicure services, acrylic/gel nail enhancement as well as retail, sales, merchandising, and safe work practices.

Course Objectives: The course provides participants with an entry-level qualification to begin a career in the Beauty industry. It involves interacting with customers and providing treatments such as manicure/pedicure services, acrylic/gel nail enhancement as well as retail, sales, merchandising, and safe work practices.

Careers: Provide participants with a beauty industry entry-level qualification to begin a career as a nail technician.

Course Selection Processes: Direct Entry

Course Structure
The course is offered on a full-time basis over a minimum of 339 nominal hours or part-time equivalent. Delivered as part of VET in School only. Core Units of Study

WRBBS201B PROVIDE MANICURE AND PEDICURE 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
WRRCS1B 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
WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35

Elective Units of Study
A minimum of one elective selected by the student, with the approval of the Head of School from the following: WRBBS201B PROVIDE MANICURE AND PEDICURE SERVICES 30
WRBBS202A APPLY GEL NAIL ENHANCEMENT 30
WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35

CERTIFICATE II IN MAKE-UP SERVICES
Course Code: WRB20204
Campus: City King St.
About this course: This course provides 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.

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.

Careers: Pathway to future career in the beauty industry.

Course Selection Processes: Direct Entry

Course Structure
The course is offered on a full-time basis over a minimum of 404 nominal hours or part-time equivalent. Delivered as part of VET in School only. Core Units of Study

WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
WRBCS203B PROVIDE SERVICES TO CLIENTS 30
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
WRRCS1B 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
WRBFS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBFS202A APPLY GEL NAIL ENHANCEMENT 30
WRBFS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBFS201B PIERCE EARS 15
WRRCA1B OPERATE RETAIL EQUIPMENT 21
WRRR2B CO-ORDINATE WORK TEAMS 36
WRRLP2B MINIMISE THEFT 21
WRRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRL07A PROFILE A RETAIL MARKET 36
WRRL08A DEVELOP INNOVATIVE IDEAS AT WORK 36
BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES 30
BSBERUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20

*If WRBBS201B - Provide manicure and pedicare services, or WRBBS202A - Apply nail gel enhancement or WRBBS203A - Apply acrylic nail enhancement are selected then WRBCS204A - Apply knowledge of nail science to nail services must also be selected.
CERTIFICATE III IN BEAUTY SERVICES  
Course Code: WRB30104  
Campus: City King St.  

About this course: This course is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe work environment, providing treatments, including lashes, brows and temporary epilation.

Course Objectives: The Certificate III in Beauty Services is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

Careers: Beauty practitioner in a salon

Course Selection Processes: Interview Written Application Written Test

Course Structure: This course is 6 months full-time. This course is delivered on a full time basis during the day. Traineeships are also available. Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBC201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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<td>WRBC202A</td>
<td>APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE</td>
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<td>WRBC203B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
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<tr>
<td>WRBC204A</td>
<td>APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES</td>
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<td>WRBC305A</td>
<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
<td>15</td>
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<td>WRBC306B</td>
<td>ADVISE ON BEAUTY SERVICES</td>
<td>30</td>
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<tr>
<td>WRBS305B</td>
<td>PROVIDE LASH AND BROW TREATMENTS</td>
<td>15</td>
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<tr>
<td>WRBS302B</td>
<td>PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS</td>
<td>95</td>
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<td>WRRC51B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>WRRLP1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>WRRM1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<tr>
<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
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<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
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Elective Units of Study

Six elective units of study from the following:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRBS202A</td>
<td>APPLY GEL NAIL ENHANCEMENT</td>
<td>30</td>
</tr>
<tr>
<td>WRBS203A</td>
<td>APPLY ACRYLIC NAIL ENHANCEMENT</td>
<td>35</td>
</tr>
<tr>
<td>WRBS204B</td>
<td>APPLY NAIL ART</td>
<td>15</td>
</tr>
<tr>
<td>WRBS305B</td>
<td>USE ELECTRICAL EQUIPMENT FOR NAILS</td>
<td>15</td>
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<tr>
<td>WRBS306A</td>
<td>APPLY AIRBRUSHED NAIL ART</td>
<td>15</td>
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<tr>
<td>WRBF5201B</td>
<td>DEMONSTRATE RETAIL SKIN CARE PRODUCTS</td>
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<td>WRBF5202B</td>
<td>DESIGN AND APPLY MAKE-UP</td>
<td>40</td>
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<td>WRBF5203B</td>
<td>DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY</td>
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<tr>
<td>WRBF5204B</td>
<td>DESIGN AND APPLY REMEDIAL CAMOUFLAGE</td>
<td>30</td>
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<tr>
<td>WRBS201B</td>
<td>PIERCE EARS</td>
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<tr>
<td>WRCA1B</td>
<td>OPERATE RETAIL EQUIPMENT</td>
<td>21</td>
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<tr>
<td>WRRER2B</td>
<td>CO-ORDINATE WORK TEAMS</td>
<td>36</td>
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<tr>
<td>WRRR11B</td>
<td>PERFORM STOCK CONTROL PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>WRRL2B</td>
<td>MINIMISE THEFT</td>
<td>21</td>
</tr>
</tbody>
</table>

WRRMS5A     | MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY    | 36      |
| WRRM6A     | CREATE A DISPLAY FOR A SMALL BUSINESS             | 36      |
| WRR03B     | PROVIDE A SAFE WORKING ENVIRONMENT                | 36      |
| WRR07A     | PROFILE A RETAIL MARKET                           | 36      |
| WRR08A     | DEVELOP INNOVATIVE IDEAS AT WORK                  | 36      |
| BSBEBUS301A| SEARCH AND ASSESS ONLINE BUSINESS INFORMATION     | 20      |
| BSBRMKG404A| FORECAST MARKET AND BUSINESS NEEDS               | 60      |
| BSBSBA301A | RESEARCH BUSINESS OPPORTUNITIES                   | 30      |
| BSBSBM401A | ESTABLISH BUSINESS AND LEGAL REQUIREMENTS         | 50      |
| BSBSBM403A | PROMOTE THE BUSINESS                              | 50      |
| BSBSBM404A | MONITOR AND MANAGE BUSINESS OPERATIONS           | 60      |
| BSBSBM405A | MANAGE FINANCES                                   | 50      |
| BSBSBM407A | MANAGE A SMALL TEAM                                | 40      |
| BSZ404A    | TRAIN SMALL GROUPS                                | 30      |

CERTIFICATE IV IN BEAUTY THERAPY  
Course Code: WRB40105  
Campus: City King St.  

About this course: This qualification is designed to develop the first line management skills of those working in the beauty industry. It applies to those who are coordinating or managing the services within a small beauty salon, or a section or department within a larger store. This course is offered as a 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.

Careers: Beauty therapist

Course Selection Processes: Interview Written Application Written Test

Course Structure: This course is only delivered as a 3 years part-time traineeship. Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRBS201B</td>
<td>PROVIDE MANICURE AND PEDICARE SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>WRBC201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
<td>25</td>
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<tr>
<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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<td>APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS</td>
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<td>ADVISE ON BEAUTY SERVICES</td>
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<td>PROVIDE LASH AND BROW 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>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>WRRM1B</td>
<td>APPLY SAFE WORKING PRACTICES</td>
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<td>WRRM2B</td>
<td>PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
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<td>SELL PRODUCTS AND SERVICES</td>
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<td>ADVISE ON BEAUTY SERVICES</td>
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<tr>
<td>WRBC307A</td>
<td>DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS</td>
<td>30</td>
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<tr>
<td>WRBC308A</td>
<td>APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY</td>
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<tr>
<td>WRBC309A</td>
<td>APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY TREATMENTS</td>
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<td>WRBC410A</td>
<td>APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY TREATMENTS</td>
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FACULTY OF TECHNICAL AND TRADES INNOVATION

WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 30
WRBFS202B DESIGN AND APPLY MAKE-UP 40
WRBFS305B PROVIDE LASH AND BROW TREATMENTS 15
WRBFS406B PROVIDE FACIAL TREATMENTS 120
WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS 110
WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRRC1B COMMUNICATE IN THE WORKPLACE 50
WRRE1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRRLP1B APPLY SAFE WORKING PRACTICES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

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.

WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT 35
WRBBS204B APPLY NAIL ART 15
WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS 30
WRBBS306A APPLY AIRBRUSHED NAIL ART 15
WRBBS407B PROVIDE BODY TREATMENTS 100
WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRBCS201B APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
WRBCS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRBCS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRBSS201B PIERCE EARS 15
WRRC1B OPERATE RETAIL EQUIPMENT 21
WRRE2B CO-ORDINATE WORK TEAMS 36
WRRLB1B PERFORM STOCK CONTROL PROCEDURES 36
WRRLP2B MINIMISE THEFT 21
WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRO7A PROFILE A RETAIL MARKET 36
WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS 36
BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBMMG404A FORECAST MARKET AND BUSINESS NEEDS 60
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
BSBSBM406A MANAGE FINANCES 50
BSBSBM407A MANAGE A SMALL TEAM 40
BSZ401A PLAN ASSESSMENT 15
BSZ402A CONDUCT ASSESSMENT 15
BSZ403A REVIEW ASSESSMENT 5
BSZ404A TRAIN SMALL GROUPS 30

DIPLOMA OF BEAUTY THERAPY (I)

Course Code: WRBS50105

Campus: City King St.

About this course: This course has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Course Objectives: The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Careers: Beauty Therapist.

Course Selection Processes: Interview Written ApplicationWritten Test

Course Structure: This course is 18 months full-time or part-time equivalent. This course is delivered on a full time basis during the day and part time evening. Core Units of Study

WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
WRBBS407B PROVIDE BODY TREATMENTS 100
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
WRBCS203B PROVIDE SERVICES TO CLIENTS 30
WRBCS204A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
WRBCS306B ADVISE ON BEAUTY SERVICES 30
WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS 30
WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY TREATMENTS 50
WRBCS409A APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS 60
WRBCS410A APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS 50
WRBCS411A APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
WRBCS412A APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 30
BSBS513B INVESTIGATE NEW PRODUCTS AND SERVICES 50
BSBFS202B DESIGN AND APPLY MAKE-UP 40
BSBFS305B PROVIDE LASH AND BROW TREATMENTS 15
BSBFS406B PROVIDE FACIAL TREATMENTS 120
BSBFS407B PROVIDE ADVANCED FACIAL TREATMENTS 110
BSBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
SCHOOL OF PERSONAL SERVICES

WRRCS1B COMMUNICATE IN THE WORKPLACE 50
WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 30
WRRLP1B APPLY SAFE WORKING PRACTICES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

Elective Units of Study
Select a minimum of 8 units from the following:

WRRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRRBBS509A PLAN THE SPA PROGRAM 40
WRRBBS510A PROVIDE THE SPA PROGRAM 100
WRRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
WRRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS 35
WRRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS 30
WRRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE 40
WRRBSS504B PERFORM DIATHERMY SERVICE 50
WRRBSS503B PROVIDE PERMANENT EPILATION 145
WRRBSS506A PROVIDE UPPER BODY PIERCING 30
HLMREM7A PLAN THE MASSAGE TREATMENT 20

**The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units.

WRRBSS503B PROVIDE PERMANENT EPILATION 145
WRRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110
CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP 160
HLMREM6A PROVIDE THE MASSAGE TREATMENT 340

The following units of study will count as 2 units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units: WRRBBS510A PROVIDE THE SPA PROGRAM 100

Select a minimum of two elective units of study from the following

WRRBSS201B PIERCE EARS 15
WRRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRRR3B MAINTAIN EMPLOYEE RELATIONS 36
WRRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WR RCA1B OPERATE RETAIL EQUIPMENT 21
WRERR2B CO-ORDINATE WORK TEAMS 36
WRRT1B PERFORM STOCK CONTROL PROCEDURES 36
WRRLP2B MINIMISE THEFT 21
WRR03B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRR07A PROFILE A RETAIL MARKET 36
WRR08A DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRLP3B INITIATE AND IMPLEMENT CHANGE 150
WRRPM3B LEAD AND MANAGE PEOPLE 36

=WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS 36
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRMA5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRIM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBFLM505A MANAGE OPERATIONAL PLAN 60
BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE 60
BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT 60
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
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
BSBSBM406A MANAGE FINANCES 50
BSBSBM407A MANAGE A SMALL TEAM 40
BSZ401A PLAN ASSESSMENT 15
BSZ402A CONDUCT ASSESSMENT 15
BSZ403A REVIEW ASSESSMENT 5
BSZ404A TRAIN SMALL GROUPS 30

* 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**

Course Code: WRH20109

Campus: City King St.

About this course: The Certificate II in Hairdressing has been designed as a qualification for those persons providing general assistance in a hairdressing salon. Likely functions in the hairdressing industry for those who achieve this qualification include working within clearly defined contexts and, under supervision, providing assistance to other operators. Functions at this level include performing a limited range of hairdressing tasks, interacting with customers and providing customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices, providing assistance to colleagues and developing hairdressing industry knowledge.

Course Objectives: The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Careers: Hairdresser.

Course Duration: 3 months

Selection Processes: Interview Written Application Written Test

Course Structure To achieve a Certificate II in Hairdressing, 13 units must be completed comprising: 10 core units, plus 3 elective units. Core Units of Study

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FACULTY OF TECHNICAL AND TRADES INNOVATION

WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES  20
WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT  10
WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS  10
WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK  15
WRHCS206A  PERFORM HEAD, NECK, AND SHOULDER MASSAGE  20
WRHCS207A  DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE  15
WRHHD201A  DRY HAIR TO SHAPE  35
SIRXCOM001A  COMMUNICATE IN THE WORKPLACE  40
SIRXIND001A  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  45
SIRXOHS001A  APPLY SAFE WORKING PRACTICES  20

Elective Units of Study

WRHCL201A  APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS  25
WRHD202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  30
WRHWP201A  ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER  0

CERTIFICATE III IN HAIRDRESSING (I)
Course Code: WRH30106
Campus: City King St.
This course is for Continuing students only.

About this course: This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Reskilling, English for Occupational Purposes, and as a full-time full fee paying course.

Course Objectives: The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Careers: Hairdresser.

Course Admission Requirements Year 12: 
- Admission Requirements International: 
- Admission Requirements Mature Age: 
- Admission Requirements VET: 

Admission Requirements Other: 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 Processes: Employer Choice/Interview/Written Application

Course Structure Apprentice: 2 years full-time, full fee: 18 months Reskilling: 18 weeks full-time 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. Core Units of Study

WRBCS201B  CONDUCT FINANCIAL TRANSACTIONS  25
WRBCS203B  PROVIDE SERVICES TO CLIENTS  30
WRHCL302A  COLOUR AND LIGHTEN HAIR  35
Subject WRHCL303A not found
WRHCL304A  PERFORM COLOUR CORRECTION  35
WRHCR302A  PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES  50
WRHCR303A  PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES  30
WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES  20
WRHCS202A  MAINTAIN TOOLS AND EQUIPMENT  10
WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS  10
WRHCS205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK  15
WRHHC301A  DESIGN HAIRCUT STRUCTURES  20
WRHHC302A  APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES  25
WRHHC303A  APPLY GRADUATED HAIRCUT STRUCTURES  30
WRHHC304A  APPLY LAYERED HAIRCUT STRUCTURES  30
WRHHD303A  DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES  40
WRHHS301A  APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE  25
WRHHS302A  CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS  15
WRRC1B  COMMUNICATE IN THE WORKPLACE  50
WRRE1B  WORK EFFECTIVELY IN A RETAIL ENVIRONMENT  40
WRRP1B  APPLY SAFE WORKING PRACTICES  18
WRRS1B  SELL PRODUCTS AND SERVICES  18

Elective Units of Study

Compulsory elective units complete 1 of the following:
WRHHC306A  COMBINE HAIRCUT STRUCTURES ON WOMEN  25
WRHHC307A  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN  20

Plus complete 5 of the following units of study
WRHCS203A  HONE AND STROP STRAIGHT RAZORS  10
WRHCL305A  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES  30
WRHCS308A  PLAN SERVICES FOR SPECIAL EVENTS  20
WRHHC306A  COMBINE HAIRCUT STRUCTURES ON WOMEN  25
WRHHC307A  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN  20
WRHHC308A  DESIGN AND MAINTAIN BEARDS AND MOUSTACHES  10
WRHHC309A  PERFORM FACE AND HEAD SHAVES  25
WRHD202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES  30
WRHD304A  DESIGN AND APPLY LONG HAIR FINISHES  30
WRHWP302A  OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM  0
WRRM1B  MERCHANDISE PRODUCTS  30
WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS  36
WRRS2B  ADVISE ON PRODUCTS AND SERVICES  27
WRRS15B  RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS  36

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* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway

CERTIFICATE III IN HAIRDRESSING (I)
Course Code: WRH30109
Campus: City King St.

About this course: The Certificate III in Hairdressing has been designed as the standard entry level qualification for the hairdressing industry. Likely functions in the hairdressing industry for those who achieve this qualification involve employment as a hairdresser working as part of team in a salon, performing processes that require a range of well developed skills where discretion and judgement is required; with responsibility for own outputs, and responsibility for the supervision of others, including apprentices. Functions at this level include applying skills and knowledge to sell products and services, ensuring a safe working environment and performing a full range of client services, including client consultation and advice, hair and scalp treatments, haircutting, hair design, colour and lightening, and chemical reformation services on male and/or female clients.

Course Objectives: The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Careers: Hairdresser.

Course Duration: 3 years

Selection Processes: Employer Choice Interview User Choice (Apprenticeships) Written Application

Course Structure
Apprentice: 3 years or Full-time, full fee: 2 years Mode of delivery for apprentices and Full-time includes - day release, block release and on-the-job training. To achieve a Certificate III in Hairdressing, 29 units must be completed comprising: 23 core units, plus 6 elective units, comprising 1 compulsory elective haircutting unit and 5 elective units. Core Units of Study

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<th>Unit Title</th>
<th>Credits</th>
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<td>COLOUR AND LIGHTEN HAIR</td>
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<tr>
<td>WRHCL303B</td>
<td>DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES</td>
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<tr>
<td>WRHCL304A</td>
<td>PERFORM COLOUR CORRECTION</td>
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<td>WRHCR302B</td>
<td>PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES</td>
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<td>WRHCR303B</td>
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<td>WRHCS201A</td>
<td>PREPARE CLIENTS FOR SALON SERVICES</td>
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<td>MAINTAIN TOOLS AND EQUIPMENT</td>
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<td>FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK</td>
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<td>DESIGN HAIRCUT STRUCTURES</td>
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<td>APPLY GRADUATED HAIRCUT STRUCTURES</td>
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<td>WRHHC305A</td>
<td>APPLY OVER-COMB TECHNIQUES</td>
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<td>WRHHO303A</td>
<td>DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES</td>
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<tr>
<td>WRHHS302A</td>
<td>CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS</td>
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<td>WRRC51B</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
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<td>WRRER1B</td>
<td>WORK EFFECTIVELY IN A RETAIL ENVIRONMENT</td>
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<td>APPLY SAFE WORKING PRACTICES</td>
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Compulsory Elective Unit of Study

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<td>COMBINE HAIRCUT STRUCTURES ON WOMEN</td>
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Elective Unit of Study

Complete 5 of the following units of competency

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<td>PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES</td>
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<td>WRHHC307B</td>
<td>COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN</td>
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<tr>
<td>WRHHD304A</td>
<td>DESIGN AND APPLY LONG HAIR FINISHES</td>
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<td>PERFORM FACE AND HEAD SHAVES</td>
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<tr>
<td>WRHWP302A</td>
<td>OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM</td>
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SIRXMGT001A COORDINATE WORK TEAMS 35
SIRXAMRO01A MERCHANDISE PRODUCTS 30
SIRXAMRO005A CREATE A DISPLAY 35
SIRXSLS002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXRPK002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES 25

HLTFA301B APPLY FIRST AID 18

CERTIFICATE IV IN HAIRDRESSING (I)
Course Code: WRH40106
Campus: City King St.

This course is for Continuing students only.

About this course: This course provides training for hairdressers requiring post-trade qualifications.

Course Objectives: The course provides training to hairdressers requiring a post-trade qualification.

Careers: Hairdresser.

Course Admission Requirements Year 12: -
Admission Requirements International: -
Admission Requirements Mature Age: -
Admission Requirements VET: -
Admission Requirements Other: 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 Processes: Interview Written Application

Course Structure The course is 6 months full time or part time equivalent. Full-time or part-time basis.

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<tr>
<td>WRRS1B</td>
<td>SELL PRODUCTS AND SERVICES</td>
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</tr>
<tr>
<td>WRHCS206A</td>
<td>PERFORM HEAD, NECK, AND SHOULDER MASSAGE</td>
<td>20</td>
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<tr>
<td>WRHWP302A</td>
<td>OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM</td>
<td>0</td>
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<tr>
<td>WRBCS201B</td>
<td>CONDUCT FINANCIAL TRANSACTIONS</td>
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Compulsory Elective Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRHHC306B</td>
<td>COMBINE HAIRCUT STRUCTURES ON WOMEN</td>
<td>25</td>
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Elective Unit of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WRHHD304A</td>
<td>DESIGN AND APPLY LONG HAIR FINISHES</td>
<td>30</td>
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<tr>
<td>WRHHC306B</td>
<td>DESIGN HAIRCUT STRUCTURES ON WOMEN</td>
<td>25</td>
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<tr>
<td>WRHHC308B</td>
<td>DESIGN AND MAINTAIN BEARDS AND MOUSTACHES</td>
<td>10</td>
</tr>
<tr>
<td>WRHHC309A</td>
<td>PERFORM FACE AND HEAD SHAVES</td>
<td>25</td>
</tr>
<tr>
<td>WRHWP302A</td>
<td>OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM</td>
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</tbody>
</table>

SIRXMGT001A COORDINATE WORK TEAMS 35
SIRXAMRO01A MERCHANDISE PRODUCTS 30
SIRXAMRO005A CREATE A DISPLAY 35
SIRXSLS002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXRPK002A RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES 25

HLTFA301B APPLY FIRST AID 18
FACULTY OF TECHNICAL AND TRADES INNOVATION

Core Units of Study

WRHCL305A  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
WRHCL406A  SOLVE COMPLEX COLOUR PROBLEMS 40
WRHHC410A  DESIGN AND PERFORM CREATIVE HAIRCUTS 40
WRHHD304A  DESIGN AND APPLY LONG HAIR FINISHES 30
WRHHD406A  WORK AS A SESSION STYLIST 40
WRRR2B   CO-ORDINATE WORK TEAMS 36
WRRLP3B   MAINTAIN STORE SAFETY 36

Elective Units of Study

Complete 4 of the following units of competency. Two of these four units may be substituted by units from the following endorsed Training Packages, must relate to the core function or role of the candidate’s current or intended work environment, and must be from a Certificate IV or Diploma qualification: - WRB04 Beauty Training Package - BSB01 Business Services Training Package - CUE03 Entertainment Training Package - WRR02 Retail Training Package

WRHCR404A  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS 40
WRHHD405A  SELECT AND APPLY HAIR EXTENSIONS 30
WRHHD407A  APPLY AND MAINTAIN WIGS AND HAIRPIECES 40
WRHHS403A  APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS 40
WRHHS404A  PERFORM TRICHOLOGICAL ASSESSMENTS 40
WRHHS405A  APPLY THE PRINCIPLES OF NUTRITION 25
BSBEBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBSBM301A  RESEARCH BUSINESS OPPORTUNITIES 30
BSBSBM403A  PROMOTE THE BUSINESS 50
BSBSBM404A  UNDERTAKE BUSINESS PLANNING 60
BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS 50
BSBSBM407A  MANAGE A SMALL TEAM 40
CUPPH105A  USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT 50
TAAASS301A  CONTRIBUTE TO ASSESSMENT 10
TAAASS401A  PLAN AND ORGANISE ASSESSMENT 10
TAAASS402A  ASSESS COMPETENCE 15
TAAASS403A  DEVELOP ASSESSMENT TOOLS 30
TAAASS404A  PARTICIPATE IN ASSESSMENT VALIDATION 20
TAADEL301A  PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
TAADEL401A  PLAN AND ORGANISE GROUP-BASED DELIVERY 20
THHGS03B  PROVIDE FIRST AID 24
WRBCS513B  INVESTIGATE NEW PRODUCTS AND SERVICES 50
WRBFS202B  DESIGN AND APPLY MAKE-UP 40
WRBFS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRRC54B  CO-ORDINATE INTERACTION WITH CUSTOMERS 36
WRFF1B  BALANCE REGISTER/Terminal 18
WRRIS5A  MAINTAIN AND ORDER STOCK 36
WRRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS 36
WRRO9A  LEAD A TEAM TO FOSTER INNOVATION 36
WRRS4B  BUILD RELATIONSHIPS WITH CUSTOMERS 36

CERTIFICATE IV IN HAIRDRESSING (I)

Course Code: WRH40109
Campus: City King St.

About this course: The Certificate IV in Hairdressing has been designed to expand the development of the complex technical skills and knowledge of hairdressing practitioners. Likely functions in the hairdressing industry for those who achieve this qualification may include employment as a highly skilled hairdresser, working as part of a salon team or coordinating a salon team; a technical adviser with a hairdressing products company; or independently as a freelance session stylist. Functions at this level include the self-directed application of a broad range of knowledge and skills and the provision of technical leadership, training and support to colleagues. A hairdresser at this level may provide specialist services, including haircutting, hair design, hair colouring, complex colour connection, hair extensions, chemical reformation, trichology and make-up application.

Course Objectives: The course provides training to hairdressers requiring a post-trade qualification.

Careers: The Certificate IV in Hairdressing has been designed to expand the development of the complex technical skills and knowledge of hairdressing practitioners. - Hairdresser.

Course Duration: 1 year

Admission Requirements Other: Certificate III in Hairdressing
Selection Processes: Interview Written Application

Prerequisite Unit Requirements: WRH30109 - Certificate III in Hairdressing

Course Structure To achieve a Certificate IV in Hairdressing, 11 units must be completed comprising: - 7 core units, plus - 4 elective units. Core Units of Study:

WRHCL305B  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES 30
WRHCL406B  SOLVE COMPLEX COLOUR PROBLEMS 40
WRHHC410B  DESIGN AND PERFORM CREATIVE HAIRCUTS 40
WRHHD304A  DESIGN AND APPLY LONG HAIR FINISHES 30
WRHHD406B  WORK AS A SESSION STYLIST 40
TAAVSM001A  COORDINATE WORK TEAMS 35
TAAVHS002A  MAINTAIN STORE SAFETY 35

Elective Units of Study

Complete 4 of the following units of competency

WRHCR404B  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS 40
WRHCL406B  SOLVE COMPLEX COLOUR PROBLEMS 40
WRHHC410B  DESIGN AND PERFORM CREATIVE HAIRCUTS 40
WRHHD304A  DESIGN AND APPLY LONG HAIR FINISHES 30
WRHHD406B  WORK AS A SESSION STYLIST 40
TAAVSM001A  COORDINATE WORK TEAMS 35
TAAVHS002A  MAINTAIN STORE SAFETY 35

JANUARY 2011
DIPLOMA OF HAIRDRESSING SALON MANAGEMENT (I)

Course Code: WRHS0106

Campus: City King St.

This course is for Continuing students only.

About this course: This course provides students with the skills and knowledge to manage a hairdressing salon. This is a full fee paying course.

Course Objectives: The course provides the skills and knowledge required to manage a hairdressing salon.

Careers: Hairdressing Salon Manager.

Course Admission Requirements Year 12: -

Admission Requirements International: -

Admission Requirements Mature Age: -

Admission Requirements VET: -

Admission Requirements Other: To qualify for admission to the course, applicants must have completed 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 Processes: Interview Written Application

Course Structure This course is 1 semester full-time or part-time equivalent. Full-time or part-time basis. Core Units of Study

WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY 35
WRHSM502A PROMOTE A HAIRDRESSING BUSINESS 40
BSBSBM406A MANAGE FINANCES 50
WRR03B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRPM2B RECRUIT AND SELECT PERSONNEL 36
WRRPM3B LEAD AND MANAGE PEOPLE 36
Elective Units of Study

BSBSBM404A MANAGE FINANCES 50
BSBSBM405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45
BSBSBM406A MANAGE A SMALL TEAM 40
BSBSBM407A MANAGE SMALL BUSINESS 50
BSBFRA501A ESTABLISH A FRANCHISE OPERATION 120
BSBFRA502A MANAGE A FRANCHISE OPERATION 50
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX 80
BSBSBM404A UNDERTAKE BUSINESS PLANNING 60
WRBC513B INVESTIGATE NEW PRODUCTS AND SERVICES 50
WRPM1B ADMINISTER HUMAN RESOURCES POLICY 36
WRR09A LEAD A TEAM TO FOSTER INNOVATION 36
WRR012A SELECT AN E-BUSINESS MODEL 50

DIPLOMA OF HAIRDRESSING SALON MANAGEMENT

Course Code: WRHS0109

Campus: City King St.

About this course: The Diploma of Hairdressing Salon Management has been designed for owners or managers who wish to develop their skills and knowledge in relation to the service and sales delivery of a functioning hairdressing salon. Likely functions in the hairdressing industry for those who achieve this qualification may involve managing a salon and employing staff. Duties may include working as part of a salon team and coordinating salon team/s. Functions at this level include the self-directed application of a broad range of knowledge and skills, and the provision of leadership and support to colleagues through the development and management of human resource development initiatives. The salon manager at this level may focus on building the business, leading and developing the team, developing and implementing marketing activities, and ensuring all occupational health and safety requirements are maintained.

Course Objectives: The course provides the skills and knowledge required to manage a hairdressing salon.

Careers: Hairdressing Salon Manager.

Course Duration: 0. 5 years

Selection Processes: Interview Written Application

Course Structure To achieve a Diploma of Hairdressing Salon Management, 10 units must be completed comprising: - 6 core units, plus - 4 elective units. Core Units of Study

WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY 35
WRHSM502A PROMOTE A HAIRDRESSING BUSINESS 40
BSBSBM406A MANAGE FINANCES 50
WRRO9A LEAD A TEAM TO FOSTER INNOVATION 36
WRR012A SELECT AN E-BUSINESS MODEL 50
### Elective Units of Study

Complete 4 of the following units of competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSBCUS501A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>40</td>
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<tr>
<td>BSBEBUS501A</td>
<td>INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS</td>
<td>50</td>
</tr>
<tr>
<td>BSBFRRA501B</td>
<td>ESTABLISH A FRANCHISE OPERATION</td>
<td>120</td>
</tr>
<tr>
<td>BSBFRRA502B</td>
<td>MANAGE A FRANCHISE OPERATION</td>
<td>50</td>
</tr>
<tr>
<td>BSBNKMG502B</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>60</td>
</tr>
<tr>
<td>BSBNKMG507A</td>
<td>INTERPRET MARKET TRENDS AND DEVELOPMENTS</td>
<td>50</td>
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<tr>
<td>BSBNMGT516A</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
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<tr>
<td>BSBSMB404A</td>
<td>UNDERTAKE SMALL BUSINESS PLANNING</td>
<td>50</td>
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<tr>
<td>BSBWOR402A</td>
<td>PROMOTE TEAM EFFECTIVENESS</td>
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<tr>
<td>WRBCS513B</td>
<td>INVESTIGATE NEW PRODUCTS AND SERVICES</td>
<td>50</td>
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<tr>
<td>SIRXHRM001A</td>
<td>ADMINISTER HUMAN RESOURCES POLICY</td>
<td>35</td>
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<tr>
<td>SIRXQUA002A</td>
<td>LEAD A TEAM TO FOSTER INNOVATION</td>
<td>35</td>
</tr>
<tr>
<td>SIRXEBS5004A</td>
<td>SELECT AN E-BUSINESS MODEL</td>
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</table>
BSBDES402A  INTERPRET AND RESPOND TO A DESIGN BRIEF

Locations: Footscray Nicholson, City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.

Nominal Hours: 20

Required Reading: Interpret and respond to a design brief. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with effective response to the requirements of at least 2 design briefs including interpretation concept development, communication and production planning with knowledge of copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented.

BSBBUS501A  INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to evaluate e business models and strategies, and to incorporate the results of these evaluations into the design of an e business solution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBFRA501A  ESTABLISH A FRANCHISE OPERATION

Descriptions: 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

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

BSBFRA501B  ESTABLISH A FRANCHISE OPERATION

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish a franchising operation from an existing business, chain of businesses or planned concept. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 120

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBFRA502A  MANAGE A FRANCHISE OPERATION

Descriptions: This unit specifies the outcomes required for franchisors to manage a franchise operation.

Nominal Hours: 50

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

BSBFRA502B  MANAGE A FRANCHISE OPERATION

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage a franchise operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS

Descriptions: Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.

Nominal Hours: 50

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

CUEMUP2A  DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

Descriptions: 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

Required Reading: -

Assessment: A combination of practical and theory assessment.

CUEMUP3A  DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP

Descriptions: Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.

Nominal Hours: 160

Required Reading: -

Assessment: A combination of practical and theory assessment.
CUEOH51A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

Locations: City King St.

Descriptions: 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: 10
Required Reading: - Not required -
Assessment: Project based and practical assessment

CUG601A DEVELOP AND APPLY INDUSTRY KNOWLEDGE


Descriptions: 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
Required Reading: No required text
Assessment: Project based

CUFMU401A DESIGN, APPLY AND REMOVE MAKE-UP

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

Nominal Hours: 60
Assessment: Integrated assessment with other units relevant to the industry sector workplace and job role where student will demonstrate competency in the development of a project plan that includes details of monetary arrangements and the evaluation of the projects plans efficiency to address timelines, budget of the project and use the knowledge of the relevant legislation.

CUG602A MAINTAIN MAKE-UP AND HAIR CONTINUITY

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.

Nominal Hours: 160
Required Reading: Maintain makeup and hair continuity. School of Personal Services. (2009). Melbourne: Vic Uni
Assessment: Integrated assessment where student will need to demonstrate competency in their ability to maintain continuity of performers makeup and hair during productions ensuring accurate documentation of hair, makeup continuity information with their ability to work under pressure with a collaborative approach to work attention to detail.

CUFMU403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide a range of current and period hair styles for productions in the film, television and live entertainment industries.

Nominal Hours: 60
Required Reading: Style hair for performances or productions. School of Personal Services. (2009). Melbourne: Vic Uni
Assessment: Integrated assessment where student can demonstrate their competency in the creation of current and period hair designs that meet production requirements that take into account characteristics of performer’s hair that may affect the desired style of productions. To select appropriate products and application techniques to perform hair services within defined timelines and to recreate the same designs for a performer on consecutive occasions with consistent application of work safe practices in regards to the provision of hair services.

CUG604A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries.
CUFMUP501A  DESIGN AND APPLY SPECIALISED MAKEUP

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide specialised make-up services for productions in the screen, media and entertainment industries.

Nominal Hours: 65

Required Reading: Design and apply specialised makeup. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished designs of wigs and hairpieces that meet creative production requirements across a range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of hair services.

CUFMUP502A  DESIGN AND APPLY SPECIAL MAKEUP EFFECTS

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and apply special make-up effects services for productions in the screen, media and entertainment industries.

Nominal Hours: 60

Required Reading: Design and apply special makeup effects. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role. A student must demonstrate competency in documented special make-up design that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into make-up designs and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUSADM02A  CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Descriptions: 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: 25

Required Reading: -

Assessment: Project based, practical and written tasks

CUVPHI05A  USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT

Descriptions: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photomaging.

Nominal Hours: 120

Required Reading: Style wigs and hairpieces for performances or productions. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where a student must demonstrate competency in the finished designs of wigs and hairpieces that meet creative production requirements across a range of hair design and application tasks for at least 2 productions, with the ability to work to deadlines implementing work safe practices in regard to the provision of hair services.

SIREXS004A  SELECT AN E-BUSINESS MODEL

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use ebusiness approaches and tools to establish more efficient business operations.

Nominal Hours: 50

Required Reading: -

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRXRPK002A  RECOMMEND HAIR, BEAUTY AND COSMETIC PRODUCTS AND SERVICES

Locations: City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on hair, beauty and cosmetic products and services to customers.

Nominal Hours: 25

Required Reading: Provide Services to Clients VU 2008 VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU744  COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY

Locations: City King St.

Descriptions: This unit describes the outcomes required to communicate effectively in a range of modelling work environments. It includes the application of effective communication skills to work with clients and colleagues, promote the products and or services of clients and negotiate assignments.

Nominal Hours: 30

Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU745  PREPARE FOR WORK IN THE MODELLING INDUSTRY

Locations: City King St.

Descriptions: This unit describes the outcomes required to access information about working in a range of contexts in the modelling industry. It covers a variety of situations and includes consideration of relevant legislation, standards, employment arrangements and business models.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Nominal Hours: 45
Required Reading: VU Produced Workbooks VU VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

VPAU746 APPLY OWN HAIR STYLING AND MAKEUP FOR MODELLING ASSIGNMENTS

Locations: City King St.
Descriptions: This unit describes the outcomes required to groom one’s own hair, skin and nails and to plan and create a range of basic looks, using appropriate products, tools, aids and techniques. It covers a variety of potential modelling assignments and includes consideration of relevant health and hygiene requirements and regulations and safe work practices.

Nominal Hours: 60
Required Reading: VU Produced Workbooks VU VU

VPAU747 PERFORM TECHNIQUES FOR RUNWAY MODELLING

Locations: City King St.
Descriptions: This unit describes the outcomes required to analyse the context of the modelling assignment, and use postural and attitudinal techniques, including movement to music, to convey the required image.

Nominal Hours: 60
Required Reading: VU Produced Workbooks VU VU

VPAU748 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS

Locations: City King St.
Descriptions: This unit describes the outcomes required to make informed choices on nutrition, exercise, selfimage and lifestyle to enhance the personal and professional health and well being of people working as models.

Nominal Hours: 25
Required Reading: VU Produced Workbooks VU VU

VPAU749 PERFORM AS A MODEL FOR ELECTRONIC MEDIA

Locations: City King St.
Prerequisites: VPAU751 - PARTICIPATE IN A PHOTO SHOOT AS A MODEL
Descriptions: This unit describes the outcomes required to participate in modelling assignments for television and film. It covers a narrow range of basic technical, performance and expressive skills, required to participate in simple television commercials or in film and television productions as an extra. This unit does not cover the broad range of acting or performing skills, such as those required of an actor.

Nominal Hours: 20
Required Reading: VU Produced Workbooks VU VU

VPAU750 APPLY PROMOTIONAL TECHNIQUES

Locations: City King St.
Descriptions: This unit describes the outcomes 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, prepare the promotion, promote and compare.

Nominal Hours: 20
Required Reading: VU Produced Workbooks VU VU

VPAU752 APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING

Locations: City King St.
Descriptions: This unit describes the outcomes required to use appropriate postural and attitudinal techniques in presenting oneself for a modelling assignment. This unit includes only the basic techniques of posture and movement, not the more advanced techniques required for runway assignments, which are covered in VPAU747 Perform techniques for runway modelling.

Nominal Hours: 20
Required Reading: VU Produced Workbooks VU VU

VPAU751 PARTICIPATE IN A PHOTO SHOOT AS A MODEL

Locations: City King St.
Descriptions: This unit describes the outcomes required to participate in photographic modelling assignments and use postural and attitudinal techniques to create an appropriate image.

Nominal Hours: 80
Required Reading: VU Produced Workbooks VU VU

VPAU752 APPLY POSTURE AND MOVEMENT TECHNIQUES FOR MODELLING

Locations: City King St.
Descriptions: This unit describes the outcomes required to use appropriate postural and attitudinal techniques in presenting oneself for a modelling assignment. This unit includes only the basic techniques of posture and movement, not the more advanced techniques required for runway assignments, which are covered in VPAU747 Perform techniques for runway modelling.

Nominal Hours: 20
Required Reading: VU Produced Workbooks VU VU

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES
Descriptions: Prepare client for manicure/ pedicure service; prepare a basic manicure/ pedicure service; provide aftercare advice.
Nominal Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBBS202A APPLY GEL NAIL ENHANCEMENT
Descriptions: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 30
Assessment: Assessment is a combination of practical and theory assessments

WRBBS203A APPLY ACRYLIC NAIL ENHANCEMENT
Descriptions: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments

WRBBS204B APPLY NAIL ART
Descriptions: Prepare client; apply nail art; provide aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments

WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS
Descriptions: Identify client need; use electrical equipment.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments

WRBBS306A APPLY AIRBRUSHED NAIL ART
Descriptions: Prepare client; apply airbrushed nail art; provide aftercare advice.
Nominal Hours: 30
Assessment: A combination of practical and theory assessments.

WRBBS407B PROVIDE BODY TREATMENTS
Descriptions: 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
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE
Descriptions: Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aesthetic aromatic products; provide aftercare advice.
Nominal Hours: 40
Assessment: Assessment is a combination of practical and theory assessments

WRBBS509A PLAN THE SPA PROGRAM
Descriptions: Demonstrate knowledge of spa principles; consult with client; determine the spa program.
Nominal Hours: 25
Assessment: Assessment is a combination of practical and theory assessments

WRBBS510A PROVIDE THE SPA PROGRAM
Descriptions: Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s perform aftercare treatment; advise on further treatments.
Nominal Hours: 100
Assessment: Assessment is a combination of practical and theory assessments

WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Descriptions: 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
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS
Descriptions: Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.
Nominal Hours: 35
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS
Descriptions: Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.
Nominal Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE
Descriptions: 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
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments
WRBCS201B  CONDUCT FINANCIAL TRANSACTIONS  
Descriptions: Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/terminal; reconcile takings.  
Nominal Hours: 25  
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  
Descriptions: 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  
Required Reading: -  
Assessment: Assignment  

WRBCS203B  PROVIDE SERVICES TO CLIENTS  
Descriptions: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients’ special customer service needs/equipment.  
Nominal Hours: 30  
Required Reading: -  
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  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is a combination of practical and theory assessments  

WRBCS305A  APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)  

WRBCS306B  ADVISE ON BEAUTY SERVICES  
Descriptions: Develop product knowledge; identify beauty products and services; recommend specialised products and services.  
Nominal Hours: 30  
Assessment: Assessment is a combination of practical and theory assessments  

WRBCS407A  DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS  
Descriptions: Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan  
Nominal Hours: 30  
Required Reading: -  
Assessment: Assessment is a combination of practical and theory assessments  

WRBCS408A  APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)  

WRBCS409A  APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)  

WRBCS410A  APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)  

WRBCS411A  APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS  
Descriptions: 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  
Required Reading: -  
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)
WRBCS412A  APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Descriptions: 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
Required Reading: -
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS513B  INVESTIGATE NEW PRODUCTS AND SERVICES
Descriptions: 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
Assessment: Research Assignments.

WRBFS201B  DEMONSTRATE RETAIL SKIN CARE PRODUCTS
Descriptions: Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.
Nominal Hours: 25
Assessment: As per accredited curriculum

WRBFS202B  DESIGN AND APPLY MAKE-UP
Descriptions: 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
Assessment: Assessment is a combination of practical and theory assessments

WRBFS203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY
Locations: City King St.
Descriptions: This unit requires the operator to assess the needs of clients and/or photographers/stylists in order to design and apply make-up for a range of photographic purposes. It requires the application of a basic knowledge of photography techniques, including film stock and lighting and make-up products and application techniques. Knowledge and skill in the safe use of products and the application of legislation and policy is also required. Prepare client; cleanse face; analyse face; analyse context; apply make-up.
Nominal Hours: 30
Required Reading: For CUF50407 Diploma of Specialist Make-up Services: Design and apply make-up for photography. School of Personal Services. (2009). Melbourne: Vic Uni
Assessment: A combination of practical and theory assessments. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency to be able to assess a range of context and technical photographic requirements to design and apply an appropriate make-up plan for different skin types to be able to evaluate a makeup and advise the photographer or stylist where applicable.

WRBFS204B  DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Descriptions: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Nominal Hours: 30
Assessment: A combination of practical and theory assessments.

WRBFS305B  PROVIDE LASH AND BROW TREATMENTS
Descriptions: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBFS406B  PROVIDE FACIAL TREATMENTS
Descriptions: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Nominal Hours: 120
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBFS407B  PROVIDE ADVANCED FACIAL TREATMENTS
Descriptions: 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
Assessment: Assessment is a combination of practical and theory assessments

WRBS201B  PIERCE EARS
Descriptions: Prepare client for service; perform ear piercing; provide aftercare advice.
Nominal Hours: 15
Assessment: Assessment is a combination of practical and theory assessments

WRBSS302B  PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Descriptions: Prepare the client for service; perform waxing treatments; perform bleaching treatments; provide aftercare advice.
Nominal Hours: 95
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBSS503B  PROVIDE PERMANENT EPILATION
Descriptions: 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
Assessment: Assessment is a combination of practical and theory assessments and case studies
WRBSS504B  PERFORM DIATHERMY SERVICE
Descriptions: Confirm treatment plan; prepare client for diathermy service; perform diathermy patch test; perform diathermy service; provide aftercare advice.
Nominal Hours: 50
Assessment: A combination of practical and theory assessments.

WRBSS505B  DESIGN AND PERFORM COSMETIC TATTOOING/ MICROPIGMENTATION PROCEDURES
Descriptions: Confirm treatment plan; prepare client for service; perform patch test; perform cosmetic tattooing/ micro pigmentation service; provide aftercare advice.
Nominal Hours: 110
Required Reading: -
Assessment: As per accredited curriculum

WRBSS506A  PROVIDE UPPER BODY PIERCING
Descriptions: Confirm treatment plan; prepare client for service; perform body piercing; provide aftercare advice.
Nominal Hours: 30
Assessment: As per accredited curriculum

WRHCL201A  APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Descriptions: 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
Required Reading: -
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace

WRHCL302A  COLOUR AND LIGHTEN HAIR
Descriptions: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Assessment: Assessment is a combination of practical and theory assessments

WRHCL302B  COLOUR AND LIGHTEN HAIR
Locations: City King St.
Descriptions: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Assessment is a combination of practical and theory assessments

WRHCL303B  DESIGN AND PERFORM FULL AND PARTIAL HIGHLIGHTING TECHNIQUES
Locations: City King St.
Descriptions: 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.
Nominal Hours: 25
Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

WRHCL304A  PERFORM COLOUR CORRECTION
Descriptions: This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 35
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCL305A  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES
Descriptions: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCL305B  PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES
Locations: City King St.
Descriptions: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Nominal Hours: 30
Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Assessment is a combination of practical and theory assessments

WRHCL406A  SOLVE COMPLEX COLOUR PROBLEMS
Descriptions: This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments
WRHCL406B  SOLVE COMPLEX COLOUR PROBLEMS

Locations: City King St.

Descriptions: This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing these services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.

Nominal Hours: 40

Required Reading: Provide Services to Clients VU 2008 VU

Assessment: Assessment is a combination of practical and theory assessments

WRHCR404A  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS

Descriptions: 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

Required Reading: -

Assessment: Assessment is a combination of practical and theory assessments

WRHCR404B  APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS

Locations: City King St.

Descriptions: 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

Required Reading: Provide Services to Clients VU 2008 VU

Assessment: Assessment is a combination of practical and theory assessments

WRHCS201A  PREPARE CLIENTS FOR SALON SERVICES

Descriptions: 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

Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace

WRHCS202A  MAINTAIN TOOLS AND EQUIPMENT

Descriptions: This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.

Nominal Hours: 10

Assessment: Theory assessments which may include assignments, tests and salon checklists

WRHCS202B  MAINTAIN TOOLS AND EQUIPMENT

Locations: City King St.

Descriptions: This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.

Nominal Hours: 10

Required Reading: Apply Safe Work Practices VU VU

Assessment: Theory assessments which may include assignments, tests and salon checklists
WRHCS203A  HONE AND STROP STRAIGHT RAZORS

Descriptions: This unit describes the skills and knowledge required to sharpen and prepare a straight (cut-throat) razor for use in facial shaving or haircutting services.

Nominal Hours: 10

Required Reading:  -

Assessment: As per accredited curriculum

WRHCS204A  MAINTAIN AND ORGANISE WORK AREAS

Descriptions: This unit describes the skills and knowledge required to maintain and organise work areas in service environments.

Nominal Hours: 10

Assessment: Theory assessments which may include assignments, tests and salon checklists

WRHSC205A  FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK

Descriptions: 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

Required Reading:  -

Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace

WRHCS206A  PERFORM HEAD, NECK, AND SHOULDER MASSAGE

Descriptions: 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

Required Reading:  -

Assessment: Assessment is a combination of practical and theory assessments

WRHCS207A  DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE

Descriptions: 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

Assessment: Assessment is via theory assessment (which includes an integrated assignment) and participation in Learning in the Workplace

WRHCS208A  PLAN SERVICES FOR SPECIAL EVENTS

Descriptions: This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events. This unit may apply to a range of roles in the workplace.

Nominal Hours: 20

Required Reading:  -

Assessment: A combination of practical and theory assessments.

WRHHC301A  DESIGN HAIRCUT STRUCTURES

Descriptions: 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

Assessment: Assessment is a combination of practical and theory assessments

WRHHC302A  APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES

Descriptions: This unit describes the skills and knowledge required to design and apply one length/solid haircut structures.

Nominal Hours: 25

Required Reading:  -

Assessment: Assessment is a combination of practical and theory assessments

WRHHC303A  APPLY GRADUATED HAIRCUT STRUCTURES

Descriptions: This unit describes the skills and knowledge required to design and apply graduated haircut structures.

Nominal Hours: 30

Assessment: Assessment is a combination of practical and theory assessments

WRHHC304A  APPLY LAYERED HAIRCUT STRUCTURES

Descriptions: This unit describes the skills and knowledge required to design and apply layered haircut structures.

Nominal Hours: 30

Assessment: Assessment is a combination of practical and theory assessments

WRHHC305A  APPLY OVER-COMB TECHNIQUES

Descriptions: This unit describes the skills and knowledge required to apply over-comb techniques.

Nominal Hours: 25

Assessment: Assessment is a combination of practical and theory assessments

WRHHC306A  COMBINE HAIRCUT STRUCTURES ON WOMEN

Descriptions: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.

Nominal Hours: 25

Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRHHC306B  COMBINE HAIRCUT STRUCTURES ON WOMEN

Locations: City King St.

Descriptions: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.

Nominal Hours: 25

Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

WRHHC307A  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN

Descriptions: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
Nominal Hours: 20
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHC307B  COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN

Locations: City King St.
Descriptions: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
Nominal Hours: 20
Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Assessment is a combination of practical and theory assessments

WRHHC308A  DESIGN AND MAINTAIN BEARDS AND MOUSTACHES

Descriptions: 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
Required Reading: -
Assessment: As per accredited curriculum

WRHHC308B  DESIGN AND MAINTAIN BEARDS AND MOUSTACHES

Locations: City King St.
Descriptions: 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
Required Reading: Provide Services to Clients VU 2008 VU
Assessment: Combination of practical work and participation in Learning in the Workplace

WRHHD201A  DRY HAIR TO SHAPE

Descriptions: This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.
Nominal Hours: 35
Assessment: Assessment is a combination of practical work and participation in the Workplace

WRHHD202A  APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES

Descriptions: 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
Required Reading: -
Assessment: Combination of practical work and participation in Learning in the Workplace

WRHHD303A  DESIGN AND APPLY SHORT TO MEDIUM-LENGTH HAIR DESIGN FINISHES

Descriptions: 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
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRHHD304A  DESIGN AND APPLY LONG HAIR FINISHES

Descriptions: 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.
WRHHD405A  SELECT AND APPLY HAIR EXTENSIONS

Locations: City King St.

Descriptions: 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

Required Reading: CUF50407 Diploma of Specialist Make-up Services: Select and apply hair extensions. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: Assessment is a combination of practical and theory assessments.

WRHHD406A  WORK AS A SESSION STYLIST

Descriptions: This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studies or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and fashion shoots.

Nominal Hours: 40

Required Reading: -

Assessment: Assessment is a combination of practical and theory assessments.

WRHHS301A  APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE

Descriptions: 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: 120

Required Reading: -

Assessment: Assessment is via theory assessments (assessments may include assignments and tests).

WRHHS403A  APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS

Descriptions: This unit describes the skills and knowledge required to apply the principles of hair and scalp science and disorders to trichological consultations. This unit of competency will apply to a range of trichological consultations and roles in the workplace.

Nominal Hours: 40
Required Reading: -  
Assessment: As per accredited curriculum

WRHHS404A  PERFORM TRICHOLOGICAL ASSESSMENTS  
Descriptions: 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  
Required Reading: -  
Assessment: As per accredited curriculum

WRHHS405A  APPLY THE PRINCIPLES OF NUTRITION  
Descriptions: This unit describes the skills and knowledge required to apply the principles of nutrition in trichological clinical practice.  
Nominal Hours: 25  
Required Reading: -  
Assessment: As per accredited curriculum

WRHHS406A  DEVELOP AND APPLY SCALP TREATMENT THERAPIES  
Descriptions: This unit describes the skills and knowledge required to develop and apply scalp treatment therapies for single or multiple treatment sessions.  
Nominal Hours: 30  
Required Reading: -  
Assessment: As per accredited curriculum

WRHSM501A  MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY  
Descriptions: 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  
Required Reading: -  
Assessment: As per accredited curriculum

WRHSM502A  PROMOTE A HAIRDRESSING BUSINESS  
Descriptions: 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  
Required Reading: -  
Assessment: As per accredited curriculum

WRHSM502B  PROMOTE A HAIRDRESSING BUSINESS  
Locations: City King St.  
Descriptions: This unit describes 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  
Required Reading: -  
Assessment: This unit may be assessed by assignments, projects, presentations.
WRR09A  LEAD A TEAM TO FOSTER INNOVATION

Descriptions: 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
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork, presentation.

WRR11B  PERFORM STOCK CONTROL PROCEDURES

Descriptions: 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 stocktaks, reordering stock and dispatching goods.

Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRC1B  COMMUNICATE IN THE WORKPLACE

Descriptions: 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
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace

WRRER2B  CO-ORDINATE WORK TEAMS

Descriptions: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.

Nominal Hours: 36
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRRLP1B  APPLY SAFE WORKING PRACTICES

Descriptions: Observe basic safety procedures; Observe emergency procedures.

Nominal Hours: 18
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRR08A  DEVELOP INNOVATIVE IDEAS AT WORK

Descriptions: 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
Assessment: This unit may be assessed by tests, assignments, classwork, presentation.

WRRS1B  SELL PRODUCTS AND SERVICES

Descriptions: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours: 18
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace.