DISCLAIMER
The information contained in Victoria University’s 2010 Faculty of Technical and Trades Innovation Handbook was current at 31 August 2009.

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

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

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

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

Victoria University’s 2010 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 2010.

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

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 in 2010. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

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

Below are details of courses offered by School of Automotive & Engineering Technology in 2010. 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: 14309VICF
Campus: Werribee, City Flinders, Sunbury, TBC
Scope of Delivery: Part Time, Full Time
Career Opportunities: Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.
Course Objectives: (For continuing students only)
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and Principal Technical officer. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.
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 (PRINCIPAL TECHNICAL OFFICER) FABRICATION
Course Code: 14309VICF
Campus: Werribee, City Flinders, Sunbury, TBC
Scope of Delivery: Part Time, Full Time
Career Opportunities: Applies to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.
Course Objectives: (For continuing students only)
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.
Course Structure: The Advanced Diploma of Engineering (Principal 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.
The course consists of 45 modules, at nominally 40 hours per module.
ADVANCED DIPLOMA OF ENGINEERING (PRINCIPLE TECHNICAL OFFICER) (MECHANICAL/MANUFACTURING)

Course Code: 14309VICM
Campus: Werribee, City Flinders, Sunbury,
Scope of Delivery: Part Time, Full Time

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

Course Objectives: (For continuing students only)

The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.

* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

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

CERTIFICATE III IN ENGINEERING STUDIES

Course Code: 21565VIC
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time

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

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.

* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

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

Core Units of Study

Unit of Study Code Nominal Hours
VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
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
VBN787 APPLY MATHEMATICAL PRINCIPLES TO ENGINEERING DESIGNS 40
VBN788 DESIGN AND PROTOTYPE COMPONENTS AND/OR SMALL STRUCTURES USING ENGINEERING DESIGN PRINCIPLES 60

Elective Units of Study

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

Unit of Study Code Hours
VBN789 USE MANUAL AND/OR COMPUTER AIDED DRAFTING SYSTEMS TO DESIGN ENGINEERING COMPONENTS OR STRUCTURES 60
VBN790 PRODUCE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING CNC MANUFACTURING CELLS 60
VBN791 PLACE, ASSEMBLE AND/OR FABRICATE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING ROBOTS 60
VBN792 APPLY REFRIGERATION PRINCIPLES AND PROCESSES IN THE DESIGN OF BASIC REFRIGERATION SYSTEMS 60
VBN793 CONTROL A SMALL MANUFACTURING SUB SYSTEM THROUGH THE APPLICATION OF ELECTRONIC CONTROL DEVICES AND SYSTEMS 60
VBN794 APPLY ELECTRONIC CONTROL PRINCIPLES TO MACHINE SYSTEMS 60
VBN795 EVALUATE MANUFACTURING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS 60
CERTIFICATE II IN ENGINEERING STUDIES
Course Code: 21566VIC
Campus: Footscray Nicholson, Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language. International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.

Course Structure: The course may be offered on a full-time basis over a minimum of 400 nominal hours or part-time equivalent. Full-time and part-time.

Core Units of Study
MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT 20
MEM1.2AB USE HAND TOOLS 20
MEM1.2A USE POWER TOOLS/HANDHELD OPERATIONS 20
VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY 20
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
A minimum of one unit, selected by the student with the approval of the Head of

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

DIPLOMA OF ENGINEERING TECHNOLOGY
Course Code: 21621VIC
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language. International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

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

Course Duration: To be advised.

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

Flexible delivery,

Units of Study

Department from the following:
VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS 60
VBN780 FORM, BEND AND SHAPE ENGINEERING MATERIALS 60
VBN781 USE FUNDAMENTAL REFRIGERATION PRINCIPLES AND PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
VBN782 PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60
VBN783 CREATE ENGINEERING DRAWINGS USING COMPUTER AIDED SYSTEMS 60
VBN785 ASSEMBLE AND TEST ELECTRONIC ENGINEERING EQUIPMENT AND MAKE IT OPERATIONAL 60
VBN786 FABRICATE BASIC JEWELLERY ITEMS 60
ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY
Course Code: 21622VIC
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Advanced Technical and Management occupations for people aspiring in the public and private sector of engineering.

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; - opportunity to deliver specifically developed units of competency addressing robotics, advanced manufacturing and computer aided drafting; - a course structure that allows the addition of additional units of competency, either endorsed or specifically designed, to meet future needs of the industry.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

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

Course Duration: To be advised.

Course Structure: Two years full-time (80 weeks). Full-time, Part-time, Flexible delivery.

Core Units of Study
Non-trade entry
Select from Table A:

Units of competency equivalent to a training effort of at least 200 hours. It is strongly recommended that the selection include MEM1102 Apply principles of occupational health & safety in work environment.

Select from Table B:

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

Trade entry
Select from Table B:

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

COURSE IN SAFE USE OF MACHINERY FOR TECHNOLOGY TEACHING
Course Code: 21820VIC
Campus: Newport, Sunshine,
Scope of Delivery: Part Time
Career Opportunities: Mandatory requirement for technology teaching in the state education system.

Course Objectives: The purpose of this short course is to instruct teachers in the safe operation of wood and metal working machinery. It is not intended to provide a formal careers pathway. For this reason no articulation and credit transfer arrangements with other qualifications or courses have been established.

Entry Requirements: Other Potential participants in this course should be 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 and who can demonstrate the ability to operate wood and metal working machinery used in technology teaching.

Selection Criteria: Interview, Employer Choice

Course Duration: 2 months

Course Structure: Students must complete all 3 core units

EBL001 Operate and Maintain Machines 36
EBL002 Operate and Maintain Machines 72
EBL003 Operate and Maintain Machines 108

CERTIFICATE III IN COMPETITIVE MANUFACTURING
Course Code: MCM30104
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Team Leader - Manufacturing sector.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice Applicants are selected via an interview process.
**Course Duration:** To be advised.

**Course Structure:** 20 weeks full-time or part-time equivalent. Part-time, Flexible delivery, Workplace/on-site.

**Core Units of Study**
- MCM5200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40

**Elective Units of Study**
Choose one of the following units of study:
- MCM5201A SUSTAIN PROCESS IMPROVEMENTS 40
- MCM5401A ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED 50

**MCM Change/Interpersonal**
At least one of the following units of study: (Only one of MCM210A or MCM410A may be counted towards the Certificate III)
- MCMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK 40
- MCMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50

**MCM Tools**
At least one of the following units of study:
- MCMT421A FACILITATE A JUST IN TIME (JIT) SYSTEM 50
- MCMT430A IMPROVE COST FACTORS IN WORK PRACTICES 50
- MCMT432A ANALYSE MANUAL HANDLING PROCESSES 50
- MCMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT 50
- MCMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
- MCMT451A MISTAKE PROOF A PRODUCTION PROCESS 50
- MCMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 50
- MCMT461A FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA 50
- MCMT481A UNDERTAKE PROACTIVE MAINTENANCE ANALYSES 50
- MCMT482A ASsist IN IMPLEMENTING A PROACTIVE MAINTENANCE STRATEGY 50
- PMASUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 20

Other relevant units of study:
No more than four relevant units at the AQF 2, 3, or 4 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

**Elective Units of Study**

**Balance of Units**
Sufficient additional CMI units should be chosen to achieve the required eight units. These may be selected from any of the lists above, or the list below.
- MCMT230A APPLY COST FACTORS TO WORK PRACTICES 40
- MCMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 30
- MCMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
- MCMT250A MONITOR PROCESS CAPABILITY 30
- MCMT251A APPLY QUALITY STANDARDS 30
- MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 40
- MCMT261A USE SCADA SYSTEMS IN MANUFACTURING 30
- MCMT270A USE SUSTAINABLE ENERGY PRACTICES 30
- MCMT271A USE SUSTAINABLE ENVIRONMENTAL PRACTICES 30
- MCMT280A UNDERTAKE ROOT CAUSE ANALYSIS 50
- MCMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY 30

**CERTIFICATE IV IN COMPETITIVE MANUFACTURING**

**Course Code:** MCM40104

**Campus:** Sunshine,

**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Team Leader - Manufacturing sector.

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

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. " Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**Course Structure:** 25 weeks full-time or part-time equivalent Part-time, Flexible delivery, On-line, Workplace/on-site.

**Core Units of Study**
- MCMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50

**MCM Systems**
At least one of the following units must be chosen:

- MCMS400A  IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM 50
- MCMS401A  ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED 50

Elective Units of Study

MCM Tools

At least two of the following units must be chosen:

- MCMT421A  FACILITATE A JUST IN TIME (JIT) SYSTEM 50
- MCMT430A  IMPROVE COST FACTORS IN WORK PRACTICES 50
- MCMT432A  ANALYSE MANUAL HANDLING PROCESSES 50
- MCMT440A  LEAD 5S IN A MANUFACTURING ENVIRONMENT 50
- MCMT450A  UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
- MCMT451A  MISTAKE PROOF A PRODUCTION PROCESS 50
- MCMT452A  APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40
- MCMT460A  FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING 50
- MCMT461A  FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA 50
- MCMT481A  UNDERTAKE PROACTIVE MAINTENANCE ANALYSES 50
- PMASUP390A  USE STRUCTURED PROBLEM SOLVING TOOLS 20

Other relevant units of study

No more than four relevant units at the AQF 3, 4, or 5 level may be selected from another relevant endorsed Training Package. Units chosen should be relevant to the workplace and would normally be drawn from the appropriate sector Training Package, or possibly the Business Services Training Package.

Elective Units of Study

Balance of units

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

CERTIFICATE IV IN MANUFACTURING TECHNOLOGY
Course Code: MCM40204
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Drafting Technical Assistant.
Course Objectives: The aim of this new course is to offer technical pathways to school leavers.
Entry Requirements: Other Students will be required to complete an application. There are no set entry requirements for this course.
Selection Criteria: Direct Entry, Written Application
Course Duration: To be advised.
Course Structure: The course may be offered on a full-time basis over 780 hours or part-time equivalent. This course is offered on a full-time and part-time basis. Students must complete the prescribed core and elective units from the MCM04 Training Package. This course consists of 3 core units and at least 12 elective units.
Core Units of Study

DIPLOMA OF COMPETITIVE MANUFACTURING
Course Code: MCM50104
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Supervisor or manager in manufacturing sector.
Course Objectives: To develop supervisors and managers in best manufacturing practice.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.
International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: Two years full-time or part-time equivalent Part-time, Flexible delivery, Other: Workplace/on-site.

Units of Study

MCM Systems

At least one of the following units must be chosen:

- MCMS600A  DEVELOP A COMPETITIVE MANUFACTURING SYSTEM  60
- MCMS601A  ANALYSE AND MAP A VALUE CHAIN  60
- MCMS602A  MANAGE A VALUE CHAIN  60
- MCMS603A  DEVELOP MANUFACTURING RELATED BUSINESS PLANS  60

MCM Change/Interpersonal

At least one of the following units must be chosen:

- MCMC610A  MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANIZATIONS  60
- MCMC611A  MANAGE PEOPLE RELATIONSHIPS  60
- MCMC612A  MANAGE WORKPLACE LEARNING  60

MCM Tools

At least two of the following units must be chosen:

- MCMT452A  APPLY STATISTICS TO PROCESSES IN MANUFACTURING  40
- MCMT620A  DEVELOP QUICK CHANGEOVER PROCEDURES  60
- MCMT621A  DEVELOP A JUST IN TIME (JIT) SYSTEM  60
- MCMT630A  OPTIMISE COST OF PRODUCT  60
- MCMT631A  UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS  60
- MCMT640A  MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT  60
- MCMT650A  DETERMINE AND IMPROVE PROCESS CAPABILITY  80
- MCMT660A  DEVELOP THE APPLICATION OF ENTERPRISE SYSTEMS IN MANUFACTURING  60
- MCMT661A  DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES  60
- MCMT670A  DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES  70
- MCMT671A  DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES  60
- MCMT675A  FACILITATE THE DEVELOPMENT OF A NEW PRODUCT  80
- MCMT681A  DEVELOP A PROACTIVE MAINTENANCE STRATEGY  60

Other relevant units of study

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

Balance of Units

Sufficient additional units should be chosen from the CMI units to achieve the required ten units.
CERTIFICATE I IN ENGINEERING
Course Code: MEM10105
Campus: Footscray Nicholson, Newport, Melton,
Scope of Delivery: Full Time
Career Opportunities: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Criteria: Direct Entry
Course Structure: 10 weeks 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
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16007A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 10
Specialisation Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 24 points, including any prerequisites.

CERTIFICATE II IN ENGINEERING
Course Code: MEM20105
Campus: Footscray Nicholson, Newport, Melton,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Objectives: This qualification provides the skills and knowledge to be able to demonstrate:- basic operational knowledge in a moderate range of areas. - apply a defined range of skills. - apply problem solving techniques. - information and time management.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Criteria: 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 (PRODUCTION TECHNOLOGY)

Course Code: MEM20205
Campus: Newport, Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Prepare students for Traineeships, Apprenticeships or Production Training Programs.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

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
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 53 points, including any prerequisites.
CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY

Course Code: MEM20205F

Campus: Newport, Sunshine,

Scope of Delivery: Part Time, Full Time

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

Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

Additional Requirements: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Structure: To be advised.

Course Duration: 20 weeks 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.

CERTIFICATE III IN ENGINEERING (PRODUCTION SYSTEMS)

Course Code: MEM30105

Campus: Newport, Sunshine,

Scope of Delivery: Part Time, Full Time

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

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

Additional Requirements: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: 3 years part-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
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: MEM30105F
Campus: Newport, Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.
International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.
Course Structure: 3 years part-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
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
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: Newport, Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Prepare students for Traineeships, Apprenticeships or Production Training Programs.
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.
International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice
Course Duration: To be advised.
Course Structure: 3 years part-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
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 (MECHANICAL TRADE)

Course Code: MEM30205

Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

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

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students, demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: 3 years part-time. 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
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 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)

Course Code: MEM30305

Campus: Newport,

Scope of Delivery: Part Time

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

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students, demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: 3 years part-time. Part-time or 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
MEM15002A APPLY QUALITY SYSTEMS 20
MEM15024A APPLY QUALITY PROCEDURES 10
MEM16006A ORGANISE AND COMMUNICATE INFORMATION 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.
12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*.

- Metal and Engineering Industry National Competency Standard, Volume 1-3
- Approval of the Head of Department, having regard to the list of relevant competencies in the-
- Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03);
- Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).

CERTIFICATE IV IN ENGINEERING
Course Code: MEM40105
Campus: Footscray Nicholson, Newport, Sunshine,
Scope of Delivery: Part Time
Career Opportunities: Supervisors, Technicians.
Course Objectives: This qualification provides the skills and knowledge to demonstrate: broad theoretical concepts; application of skills and knowledge; problem solving; information interpretation and output responsibility.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*.

Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%
Non-current year 12 applicants: ENTER and/or academic record*.

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.
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
MEM15020A 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,

Scope of Delivery: Part Time

Career Opportunities: Supervisors, Technicians.

Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

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
MEM15020A 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 WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT 20
MEM17004A 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 - HIGHER ENGINEERING TRADE

Course Code: MEM40198

Campus: Werribee, City Flinders, Sunbury, Re-enrolling Students only

Scope of Delivery: Part Time

Career Opportunities: Meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: The course may be offered on a part-time basis over a period of 6 - 12 months depending on the student’s qualifications on entry. Part-Time

The course consists of a range of competencies selected by the student, with the approval of the Head of Department, having regard to the list of relevant competencies in -

-Metal and Engineering Training Package Policy Document (published November 1998);

-Metal and Engineering Industry National Competency Standard, Volume 1-3 (published 1998); and in consultation with the student’s employer.
DIPLOMA OF ENGINEERING - ADVANCED TRADE

Course Code: MEM50105

Campus: Sunshine,

Scope of Delivery: Part Time

Career Opportunities: Technical officer, Engineering Assistant

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

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
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15005A 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

Elective Units of Study

Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.

DIPLOMA OF ENGINEERING - ADVANCED TRADE

Course Code: MEM50105F

Campus: Sunshine,

Scope of Delivery: Part Time

Career Opportunities: Technical officer, Engineering Assistant

Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

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
MEM13014B APPLY PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY IN THE WORK ENVIRONMENT 10
MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK 10
MEM15005A 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  

Elective Units of Study

Select specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006, units from the group 1 list to a maximum value of 100 points, and completion of up to 12 points from the group 2 list and completion of Specialisation units from the group 3 list to bring the total value of Specialisation units in groups 1 and 2 to at least 136 points.

CERTIFICATE II IN COMPETITIVE MANUFACTURING

Course Code: MSA21108

Campus: Industry,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Operator’s assistant

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.

Entry 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 Criteria: Interview, Written Test, Practical Test, Employer Choice This course is only available to those working in the competitive manufacturing industry.

Course Duration: 1 year

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

MSAPM0HS200A WORK SAFELY 30

One of the following

MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40

MSACMS201A SUSTAIN PROCESS IMPROVEMENTS 40

Select 7 from the list below

MSACMS202A SUSTAIN PROCESS IMPROVEMENTS 40

MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES 40

MSACMT221A APPLY JUST IN TIME (JIT) PROCEDURES 30

MSACMT230A APPLY COST FACTORS TO WORK PRACTICES 40

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

MSACMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY 30

CERTIFICATE III IN COMPETITIVE MANUFACTURING

Course Code: MSA31108

Campus: Industry,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Manufacturing equipment or process operator

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.

Entry 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 Criteria: Interview, Written Test, Practical Test, Employer Choice This course is only available to those working in the competitive manufacturing industry.

Course Duration: 1 year

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

A minimum of one of the following

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 40

MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50

MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS 50

MSACMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING 40

The balance of units up to 4 may be chosen from the list below or above

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
CERTIFICATE IV IN COMPETITIVE MANUFACTURING
Course Code: MSA41108
Campus: Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Manufacturing team leader
Course Objectives: The objective is to develop the knowledge and skill needed to implement competitive manufacturing practices to drive continuous improvement in work based systems, procedures and processes. This course is aimed at existing workers who wish to develop the skills to become team leaders.
Entry 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 Criteria: Interview, Written Test, Practical Test, Employer Choice This course is only available to those working in the competitive manufacturing industry.
Course Duration: 1 year
Course Structure: To be awarded a Certificate IV in Competitive Manufacturing, competency must be achieved in 10 units of competency.
Mandatory Units of Study
MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
MSACMC411A LEAD A COMPETITIVE MANUFACTURING TEAM 40

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT 50
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DIPLOMA OF COMPETITIVE MANUFACTURING
Course Code: MSA5108
Campus: Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Manufacturing supervisor
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.
Entry 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 Criteria: Interview, Written Test, Practical Test, Employer Choice This course is only available to those working in the competitive manufacturing industry.
Course Duration: 2 years
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
MSACMS5600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM 60
MSACMS5601A ANALYSE AND MAP A VALUE CHAIN 60
MSACMS5602A 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
MSACMT4520A DEVELOP QUICK CHANGEOVER PROCEDURES 60
MSACMT4521A APPLY JUST IN TIME (JIT) PROCEDURES 60
MSACMT4523A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS 30
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 SS PROCEDURES IN A MANUFACTURING ENVIRONMENT 40
MSACMT250A MONITOR PROCESS CAPABILITY 30
MSACMT251A APPLY QUALITY STANDARDS 30
MSACMT280A UNDERTAKE SUSTAIN 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 40
MSACMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS 50
MSACMT451A MISTAKE PROOF A PRODUCTION PROCESS 50

CERTIFICATE IV IN CIVIL CONSTRUCTION SUPERVISION
Course Code: RII40206
Campus: Sunshine,
Scope of Delivery: Part Time
Career Opportunities: Foreman, Site Supervisor, Works Supervisor.
Course Objectives: The Certificate IV in Civil Construction Supervision reflects the role of employees in Civil Construction operations who may fulfil roles such as foreman, site supervisor or works supervisor where they are responsible for applying the site work instructions and practices and to ensure the quantity and quality of the output of others.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**: Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*: Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry
Course Duration: To be advised.
**Course Structure:** 40 weeks/1 year. Part-time, Flexible delivery.

**Core Units of Study**

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<tr>
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<th>Credits</th>
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<td>SUPERVISE CIVIL WORKS</td>
<td>80</td>
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<td>BSBCMN411A</td>
<td>MONITOR A SAFE WORKPLACE</td>
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<td>BSBFLM405B</td>
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<td>MNQGEN400A</td>
<td>APPLY SITE RISK MANAGEMENT SYSTEM</td>
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(a) Elective Units of Study

A minimum of seven elective units to be completed made up of:

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

Below are subject details for courses offered by the School of Automotive & Engineering Technology in 2010. 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.

AUM4003A INTERPRET CUSTOMER REQUIREMENTS

Locations: Newport, Melton,
Prerequisite(s): To be advised.
Content: This unit identifies the competency required to be able, in conjunction with professional and other staff, to interpret customer requirements and apply then to the design, development and production of motor vehicles.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

AURC270103A APPLY SAFE WORKING PRACTICES

Locations: Newport,
Prerequisite(s): To be advised.
Content: This unit incorporates the Worksafe Australia Guidelines and encompasses competencies necessary to apply basic safety and emergency procedures to maintain a safe workplace for staff, customers and others.
Unit 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.

BCCCM2001B USE CIVIL CONSTRUCTION HAND AND POWER TOOLS

Locations: Werribee, Industry, Sunshine,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to safely and effectively identify, select and use hand and power tools to aid in the completion of tasks. It includes the minimum criteria for competency assessment. This unit includes basic maintenance, checking and reporting of damage or faults.
Unit Hours: 80
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU Assessment: Project work; Workplace assessment; Practical projects; and/or RPL.

LMTPRGN-05A PARTICIPATE IN PRODUCT ENGINEERING

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to participate in product engineering in a TCF enterprise.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MCMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed by an employee in a competitive manufacturing organisation which requires the employee to participate in and manage the impact of the implementation of competitive manufacturing initiatives on their own work life.
Unit 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.

MCMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed by people who are given the responsibility of leading change processes in a manufacturing organisation. The change may be occurring in manufacturing or in the support functions of maintenance, office, warehousing etc.
Unit 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.

MCMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANIZATIONS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit is focused on the skills needed to identify and manage relationships with non-customer external organisations such as community groups, other businesses, training providers, research organisations and government departments.
Unit 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.
MCMC611A MANAGE PEOPLE RELATIONSHIPS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to manage the human relationship aspects of implementing and operating competitive manufacturing systems.
Unit 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.

MCMC612A MANAGE WORKPLACE LEARNING
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to manage the learning and skill development for a manufacturing workforce.
Unit 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.

MCMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed to implement basic improvement practices within a competitive manufacturing organisation. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to manufacturing. It would typically be carried out working as part of a team.
Unit 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.

MCMS201A SUSTAIN PROCESS IMPROVEMENTS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed to prevent implemented process improvements slipping back to former practices or digression to less efficient practices.
Unit 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.

MCMS400A IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to implement competitive manufacturing practices. Generally, five areas drive competitive manufacturing: cost, quality, delivery, safety/environment, and morale. In a competitive manufacturing company systems will need to be implemented which drive continuous improvement in all these areas, without one area competing unduly with another.
Unit 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.

MCMS401A ENSURE PROCESS IMPROVEMENTS ARE SUSTAINED
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new base line/standard to the team’s area of work and so prevent regression to former practices, or digression to less efficient practices.
Unit 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.

MCMS600A DEVELOP A COMPETITIVE MANUFACTURING SYSTEM
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to develop a new competitive manufacturing system or make improvements to an existing system.
Unit 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.

MCMS601A ANALYSE AND MAP A VALUE CHAIN
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed to analyse and map a value chain including the clear identification of a manufacturing enterprise’s place in and contribution to the value chain. The unit will cover the identification of enterprises in a value chain including their relationships and the activities undertaken by value chain enterprises. The identification skills include identification at the virtual or information level, the technical or process level and at the physical or logistic level. The unit includes the analysis of value adding and non-value adding activities and the information needs for successful value chain mapping including information technology (IT) needs. This unit covers the analysis of the supply chain, the demand chain as well as the overall value chain.
MCMS602A MANAGE A VALUE CHAIN

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

Unit 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.

MCMS603A DEVELOP MANUFACTURING RELATED BUSINESS PLANS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to develop business plans in a competitive manufacturing environment.

Unit 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.

MCMT230A APPLY COST FACTORS TO WORK PRACTICES

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed for an individual to identify cost components and to be able to determine in general terms the cost impacts of alternative actions.

Unit 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.

MCMT231A INTERPRET PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed for a person to be able to identify the major cost components of their product/s, the basic relationship of these to customer benefits and use this to help minimise waste (defined as anything not delivering a customer benefit). It has a different focus to MCMT230A Apply cost factors to work practices which focuses on costs in isolation whereas this unit regards all costs not directly leading to customer benefit as waste. It may apply to all employees.

Unit 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.

MCMT240A APPLY 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.

Unit 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.

MCMT250A MONITOR PROCESS CAPABILITY

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

Unit 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.

MCMT251A APPLY QUALITY STANDARDS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit is based on LMTQAGN01A Apply quality standards. This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.

Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the workplace or appropriate simulated environment.

MCMT260A USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed by an employee to interact with a System Control and Data Acquisition (SCADA) system as part of their job.
Unit 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.

MCMT270A USE SUSTAINABLE ENERGY PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed to use and make improvements in sustainable energy practices in production, maintenance and logistics.
Unit 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.

MCMT271A USE SUSTAINABLE ENVIRONMENTAL PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to use and make improvements in sustainable environmental practices in production, maintenance and logistics.
Unit Hours: 30

MCMT280A UNDERTAKE ROOT CAUSE ANALYSIS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.
Unit 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.

MCMT281A CONTRIBUTE TO THE APPLICATION OF A PROACTIVE MAINTENANCE STRATEGY
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to make a positive contribution to proactive maintenance strategies which include things like plant uptime and Overall Equipment Efficiency (OEE).
Unit 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.

MCMT421A FACILITATE A JUST IN TIME (JIT) SYSTEM
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers knowledge and skills required to facilitate the implementation/operation of a Just in Time (JIT)/kanban system in the organisation.
Unit 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.

MCMT430A IMPROVE COST FACTORS IN WORK PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine in general terms the cost impacts of alternative actions.
Unit 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.

**MCMT432A ANALYSE MANUAL HANDLING PROCESSES**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills to analyse manual handling in terms of its efficiency and safety.
Unit 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.

**MCMT440A LEAD 5S IN A MANUFACTURING ENVIRONMENT**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.
Unit 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.

**MCMT450A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required by a team leader/technical expert to analyse data from the process, develop improvements to eliminate variation due to assignable causes and then implement actions.
Unit 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.

**MCMT451A MISTAKE PROOF A PRODUCTION PROCESS**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to make changes which prevent errors and/or backsliding to a pre-improvement level of practice. In the CMI environment, this unit would typically be done by a team leader, technical expert of similar person.
Unit Hours: 50

**MCMT452A APPLY STATISTICS TO PROCESSES IN MANUFACTURING**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.
Unit 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.

**MCMT460A FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING**

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

**MCMT461A FACILITATE SCADA SYSTEMS IN A MANUFACTURING TEAM OR WORK AREA**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required by a person who is required to use System Control and Data Acquisition (SCADA), or other similar systems, and support the team in their use of SCADA.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed for the most common forms of analyses associated with predictive maintenance strategies.
Unit 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.

**MCMT482A ASSIST IN IMPLEMENTING A PROACTIVE MAINTENANCE STRATEGY**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required by a maintenance person to assist in the implementation of a proactive maintenance strategy in a manufacturing environment. This unit includes the interaction between maintenance worker and operator as appropriate
Unit 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.

**MCMT620A DEVELOP QUICK CHANGEOVER PROCEDURES**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to develop/improve changeovers.
Unit 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.

**MCMT621A DEVELOP A JUST IN TIME (JIT) SYSTEM**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.
Unit 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.

**MCMT630A OPTIMISE COST OF PRODUCT**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to take a global view of the costs of a product and determines methods of reducing costs overall.
Unit Hours: 60

**MCMT631A UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required by an employee who is required to analyse products and processes to determine the factors that most impact on meeting customer requirements. The analysis is in terms of cost factors and include options for improving cost efficiency. The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment. In this unit an employee uses an analysis of the benefits/features which a customer perceives to be in a product/products as a basis for determining waste and so reducing waste.
Unit 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.

**MCMT640A MANAGE 5S SYSTEM IN A MANUFACTURING ENVIRONMENT**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers knowledge and skills needed for the overall management of the 5S system in a manufacturing organisation.
Unit 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.

**MCMT650A DETERMINE AND IMPROVE PROCESS CAPABILITY**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This would typically be done by a manager or technical expert support person either working in a team, or in close liaison with key stakeholders. Process capability is typically calculated using standard deviations.
Unit 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.
MCMT660A DEVELOP THE APPLICATION OF ENTERPRISE SYSTEMS IN MANUFACTURING
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to continuously modify and improve or develop new enterprise wide systems such as SCADA, ERP, MRPII and similar. Typically the development of such a system will be in liaison with an appropriate technical expert who may be an internal expert or an external consultant.
Unit 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.

MCMT661A DETERMINE AND ESTABLISH INFORMATION COLLECTION REQUIREMENTS AND PROCESSES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.
Unit 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.

MCMT670A DEVELOP AND MANAGE SUSTAINABLE ENERGY PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to identify opportunities for and make improvements in sustainable energy practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.
Unit Hours: 70
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

MCMT671A DEVELOP AND MANAGE SUSTAINABLE ENVIRONMENTAL PRACTICES
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to identify opportunities for and make improvements in sustainable environmental practices in production, maintenance and logistics. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.
Unit 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.

MCMT675A FACILITATE THE DEVELOPMENT OF A NEW PRODUCT
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This competency covers the knowledge and skills required to develop a new/evolutionary product within an existing range of products and encompasses design for manufacture and the facilitation of its initial production. This unit is based on PMBTECH601A Develop a new product.
Unit 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.

MCMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to develop and implement a predictive maintenance strategy for a manufacturing enterprise. The unit recognises that there are a number of predictive or proactive maintenance strategies such as TPM, RCM.
Unit 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.

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: Follow safe work practices; Report workplace hazards; Follow emergency procedures.
Unit 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.

MEM12.23A PERFORM ENGINEERING MEASUREMENTS
Locations: Sunshine.
Prerequisite(s): To be advised.
MEM12.24A PERFORM COMPUTATIONS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Unit 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.

MEM12023A PERFORM ENGINEERING MEASUREMENTS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers performing measurement skills requiring straightforward use of mechanical measuring devices and associated calculations.
Unit 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.

MEM12024A PERFORM COMPUTATIONS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.
Unit Hours: 30
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.

MEM12025A USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers occupational health and safety procedures in an engineering or similar work environment
Unit 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.

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

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers following occupational health and safety procedures in an engineering or similar work environment.
Unit 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.

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

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers following occupational health and safety procedures in an engineering or similar work environment.
Unit 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.
MEM14.4A PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
Unit 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.

MEM14.5A PLAN A COMPLETE ACTIVITY

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.
Unit 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.

MEM14004A PLAN TO UNDERTAKE A ROUTINE TASK

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.
Unit 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.

MEM15.2A APPLY QUALITY SYSTEMS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers working within a quality improvement system, either individually or in a team situation.
Unit 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.

MEM15002A APPLY QUALITY SYSTEMS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers working within a quality improvement system, either individually or in a team situation.
Unit 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.

MEM15024A APPLY QUALITY PROCEDURES

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.
Unit 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.
MEM16.6A ORGANISE AND COMMUNICATE INFORMATION
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers accessing, organising and communicating information related to processes or tasks.
Unit 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.

MEM16.7A WORK WITH OTHERS IN A MANUFACTURING, ENGINEERING OR RELATED ENVIRONMENT
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers accessing, organising and communicating information related to processes or tasks.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers researching and analysing information and preparing the information for dissemination.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers preparing reports of a technical nature on tasks or assignments within the employee’s skill and competence.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.
Unit 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.

MEM2.11C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: Research of existing materials is undertaken including reference books, tables, technical journals and internal/external databases. Conclusions are reached that are logical and based on objective analysis of available data, and Materials and data prepared for presentation or report objective analysis of available data.
Unit 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.

MEM30.10A SET UP BASIC HYDRAULIC CIRCUITS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers setting up and selecting components associated with single linear hydraulic systems.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.
MEM30.11A SET UP BASIC PNEUMATIC CIRCUITS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers setting up and selecting components associated with single linear pneumatic systems.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.12A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED AREA

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers applying the concepts of mathematics to appropriate and simple engineering situations within the individual's area of engineering expertise.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.13A ASSIST IN THE PREPARATION OF A BASIC WORKPLACE LAYOUT

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers assisting in the charting and analysis of basic manufacturing operations including assisting in the preparation of workplace layouts.
Unit 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.

MEM30.18A UNDERTAKE BASIC PROCESS PLANNING

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers undertaking a basic determination of process specifications and production sequence for a manufacturing operation. Related units: Where interfacing between manufacturing processes is required, Unit 30.21 (Prepare a simple production schedule) should be selected.
Unit 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.

MEM30.19A USE RESOURCE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers accessing and using Enterprise Resource Planning (ERP), Materials Requirement or Resource Planning (MRP) software systems in conjunction with just-in-time techniques.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.1A USE COMPUTER AIDED DESIGN SYSTEMS TO PRODUCE BASIC ENGINEERING DRAWINGS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers producing basic engineering drawings using a CAD system, under the direction of a supervisor. Related units: If basic engineering drawings are required, then Unit 30.2 (Produce basic engineering graphics) should be selected. If detailed engineering drawings are required, then Unit 30.3 (Produce detailed engineering drawings) should be selected.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.20A DEVELOP AND MANAGE A PLAN FOR A SIMPLE MANUFACTURING RELATED PROJECT

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers developing and managing low risk manufacturing related projects that may be small scale and managed by one person and are carried out under guidance. Related units: If skills in development of production schedule are required, then Unit 30.21 (Prepare a simple production schedule) should be selected.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.
MEM30.25A ANALYSE A SIMPLE ELECTRICAL SYSTEM CIRCUIT
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers analysing a simple circuit by identifying the function and operation of the circuit and circuit components contained within approved manufactured products.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.2A PRODUCE BASIC ENGINEERING GRAPHICS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers producing drawings or similar graphical representations where the critical dimensions and associated tolerances and design specifications are predetermined. Related Units If CAD skills are required, then Unit 30.1 (Use computer aided drafting systems to produce basic engineering drawings) and its prerequisites should be selected if additional CAD skills are required, then Unit 30.4 (Use CAD to create and display 3D models) should also be selected. If fully detailed drawings are required, then Unit 30.3 (Produce detailed engineering drawings) should be selected.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.3A PRODUCE DETAILED ENGINEERING DRAWINGS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers producing detailed drawings of engineering components complete with surface texture details and dimensions.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.4A USE CAD TO CREATE AND DISPLAY 3D MODELS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers using a CAD program to produce and plot basic three dimensional view drawings.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.7A SELECT COMMON ENGINEERING MATERIALS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers recognising common materials used in engineering, assisting in the selection of a material for a specific application, and performing tests to evaluate the properties of materials.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30.8A APPLY BASIC ECONOMIC AND ERGONOMIC CONCEPTS TO EVALUATE ENGINEERING APPLICATIONS
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers participating in the application of the basic concepts of economic and ergonomic principles and procedures to evaluate an engineering application prior to production.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

MEM30012A APPLY MATHEMATICAL TECHNIQUES IN A MANUFACTURING, ENGINEERING OR RELATED
Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers applies the concepts of mathematics to appropriate and simple engineering situations within the individual’s area of engineering expertise.
Unit 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,

Prerequisite(s): To be advised.

Content: This unit covers the risk management responsibilities of an employee with supervisory responsibilities on a work site. It includes the requirements for: providing information to work groups; applying and monitoring participative arrangements; providing risk training, identifying hazards, assessing risks, controlling risks and the maintaining of risk management records.

Unit Hours: 40

Required Reading: 

Assessment: Evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC210A MANAGE THE IMPACT OF CHANGE ON OWN WORK

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the skills needed by an employee in a competitive manufacturing organisation which requires the employee to participate in and manage the impact of the implementation of competitive manufacturing initiatives on their own work life.

Unit Hours: 40

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

Assessment: Evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC410A LEAD CHANGE IN A MANUFACTURING ENVIRONMENT

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills needed to lead and manage the human relationship aspects of implementing and operating competitive manufacturing systems.

Unit Hours: 50

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

Assessment: Evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC610A MANAGE RELATIONSHIPS WITH NON-CUSTOMER EXTERNAL ORGANISATIONS

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the skills needed to manage relationships with non-customer external organisations such as community groups, other businesses, training providers, research organisations and government departments.

Unit Hours: 60

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

Assessment: Evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC611A MANAGE PEOPLE RELATIONSHIPS

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills needed to manage the human relationship aspects of implementing and operating competitive manufacturing systems.

Unit Hours: 60

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

Assessment: Evidence of competence outcomes, within periodic and scheduled timelines.

MSACMC614A DEVELOP A COMMUNICATIONS STRATEGY TO SUPPORT PRODUCTION

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills needed to develop and implement a communications strategy to support production in a competitive manufacturing environment.
Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMS200A APPLY COMPETITIVE MANUFACTURING PRACTICES

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.

Content: This unit covers the skills needed to implement basic improvement practices within a competitive manufacturing organisation. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to manufacturing. It would typically be carried out working as part of a team.

Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMS201A SUSTAIN PROCESS IMPROVEMENTS

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.

Content: This unit covers the skills needed to prevent implemented process improvements slipping back to former practices or digression to less efficient practices.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.

Content: 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.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to manage a value chain, a supply chain or a demand chain, including the close liaison with suppliers and customers and even the managing of the supply/demand chain of smaller suppliers/customers (if they wish it).

This unit covers the managing of the supply chain, the demand chain as well as the overall value chain and may be applied to the managing of the chain internally/externally within an organisation.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to do quick changeovers.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to work in a JIT system.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed for a person to be able to identify the major cost components of their product/s, the basic relationship of these to customer benefits and use this to help minimise waste (defined as anything not delivering a customer benefit). It has a different focus to 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.

Unit 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 units learning outcomes and performance criteria 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 5S PROCEDURES IN A MANUFACTURING ENVIRONMENT

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required for gathering of data and the interpretation of simple information to determine the compliance of the process and the taking of action as defined by the procedures where the information reveals the process is out of control parameters.

Unit 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 units learning outcomes and performance criteria 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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certainty units learning outcomes and performance criteria requirements, including
and skill competence within set and controlled parameters in accordance with each
Assessment:
Assessment tasks will be designed to reinforce and extend knowledge
and skill competence within set and controlled parameters in accordance with each
Competency units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 units learning outcomes and performance criteria 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 SS IN A MANUFACTURING ENVIRONMENT

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the competencies needed to facilitate and improve the SS housekeeping environment.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT445A UNDERTAKE PROCESS CAPABILITY IMPROVEMENTS

Locations: Industry, Sunshine,

Prerequisite(s): MSACMT452A - APPLY STATISTICS TO PROCESSES IN MANUFACTURING

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

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills required to apply statistical theory and principles to the analysis and control of processes in manufacturing.

Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to develop/improve changeovers.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): MSACMC410A - LEAD CHANGE IN A MANUFACTURING ENVIRONMENT
Content: This unit covers the skills needed to plan and implement a Just in Time (JIT) production system in manufacturing. It covers both the initial JIT implementation and also the ongoing improvement and implementation of the improved system.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to develop and level a demand pull system of manufacturing.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): MSACMT631A - UNDERTAKE VALUE ANALYSIS OF PRODUCT COSTS IN TERMS OF CUSTOMER REQUIREMENTS
Content: This unit covers the knowledge and skills needed to take a global view of the costs of a product and determines methods of reducing costs overall.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): MSACMT230A - APPLY COST FACTORS TO WORK PRACTICES
Content: This unit covers the knowledge and skills required by an employee who is required to analyse products and processes to determine the factors that most impact on meeting customer requirements. The analysis is in terms of cost factors and include options for improving cost efficiency.

The unit also includes implementing identified changes that increase cost efficiency. The unit may be applied individually or in a team environment.
Unit 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 units learning outcomes and performance criteria 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 5S SYSTEM IN A MANUFACTURING ENVIRONMENT

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers knowledge and skills needed for the overall management of the 5S system in a manufacturing organisation.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to introduce and institutionalise continuous improvement (kaizen) to the organisation.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This would typically be done by a manager or technical expert support person either working in a team, or in close liaison with key stakeholders. Process capability is typically calculated using standard deviations.
Unit 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 units learning outcomes and performance criteria 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: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to determine what information is needed to support decision making in a competitive manufacturing environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.
Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSACMT681A DEVELOP A PROACTIVE MAINTENANCE STRATEGY

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills needed to develop and implement a predictive maintenance strategy for a manufacturing enterprise. The unit recognises that there are a number of predictive or proactive maintenance strategies such as TPM, RCM.
Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

MSAPMOHS200A WORK SAFELY

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: On completion of this unit, the worker will be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.
Unit 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 units learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
MSAPMSUP390A USE STRUCTURED PROBLEM SOLVING TOOLS

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This competency covers the solving of process and other problems, beyond those associated directly with the process unit, using structured process improvement tools to identify improvements and/or solve problems.
Unit 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 units learning outcomes and performance criteria 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,
Prerequisite(s): To be advised.
Content: This competency covers the solving of process and other problems, beyond those associated directly with the process unit, using structured process improvement tools to identify improvements and/or solve problems. The competency is typically performed by an experienced technician, team leader or supervisor.
Unit 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.

RIICC401A SUPERVISE CIVIL WORKS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the supervision of civil works tasks. It includes the requirements for planning, preparing, initiating, monitoring, adjusting and reporting of civil works tasks.
Unit 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.

UTPNEG147A PERFORM ELECTRICAL/ELECTRONIC DRAFTING

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This refers to the drafting of electrical circuits and use of drawing equipment as applied to the production of schematic and wiring diagrams.
Unit 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. Assessment must be undertaken in accordance with endorsed industry assessment guidelines and may take place within the work place or appropriate simulated environment.

VBN644 CARRY OUT INDUSTRY RESEARCH

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit forms part of the competency bank designed to prepare students for a career in the automotive industry. It covers the competency to carry out research activities into the culture and structure of an automotive industry sector workplace. It also requires the student to prepare for and plan the task, and produce a technical report.
Unit 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.

VBN768 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE ENGINEERING INDUSTRY

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to research careers and training opportunities in the Manufacturing and Engineering Industry and develop an individual career path plan. This involves examining the range of activities the industry covers, the types of occupations that are available and the training pathways that can lead to those occupations.
Unit 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.

VBN769 PERFORM BASIC MACHINING PROCESSES

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.
Unit 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.

VBN770 APPLY BASIC FABRICATION TECHNIQUES

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to basic fabrication tasks under supervision. This involves using appropriate machinery and applying associated fabrication and assembly techniques to the fabrications process.
VBN771 APPLY ELECTROTECHNOLOGY PRINCIPLES IN AN ENGINEERING WORK ENVIRONMENT

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to prepare the candidate for later elective specialisation units. It develops the basic skills and techniques attained through the pre-requisite machining and fabrication units and provides the candidate with a project-based focus. It develops the basic skills and techniques attained through the pre-requisite machining and fabrication units and provides the candidate with a project-based focus.
Unit 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.

VBN772 USE COMPUTERS FOR ENGINEERING RELATED WORK ACTIVITIES

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to operate a computer, organise the desktop, select the appropriate engineering application package and process information for a range of functions.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings.
Unit 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,
Prerequisite(s): To be advised.
VBN779 PERFORM CUTTING, GRINDING AND TURNING OPERATIONS

Locations: Sunshine,

Prerequisite(s): To be advised.

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

Unit 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,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components. The unit is intended to develop the basic skills and techniques attained through the prerequisite fabrication units.

Unit 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,

Prerequisite(s): To be advised.

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

Unit 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,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to perform: - basic welding using manual metal arc welding (MMAW) - basic welding using gas metal arc welding (GMAW) - basic thermal cutting using fuel gas equipment This involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to produce engineering drawings using a computer aided system. The unit is intended to build on the skills and techniques attained through the pre-requisite units VBN772 Use computers for engineering work related activities and VBN773 Produce basic engineering sketches and drawings.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to assemble and test electronic engineering equipment and make it operational. This involves identifying task requirements, preparing components, assembling electronic equipment and testing equipment to ensure correct operation.

Unit 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,

Prerequisite(s): To be advised.

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

VBN787 APPLY MATHEMATICAL PRINCIPLES TO ENGINEERING DESIGNS

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competencies sets out the knowledge and skills required to perform a range of mathematical tasks related to more complex engineering problems. It includes algebra, trigonometry, coordinate geometry, graphs and mensuration.
Unit 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.

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

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to design and prototype engineering components or small structures in an engineering context. This involves preparation of concept proposals, drawings, plans and models.
Unit 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.

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

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to perform manual or computer aided drafting for the design of mechanical and manufacturing engineering products, processes, systems or services. This work is typically carried out as part of a design team.
Unit 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.

VBN790 PRODUCE ENGINEERING COMPONENTS BY PROGRAMMING AND OPERATING CNC MANUFACTURING CELLS

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

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

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

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

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to design a basic refrigeration system by applying refrigeration principles and processes. This involves concept system design, identifying and selecting system components as well as preparing and document a system implementation plan. This work is typically carried out as part of a design team.
Unit 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.
FACULTY OF TECHNICAL AND TRADES INNOVATION

VBQU620 - SAFELY OPERATE AND MAINTAIN METAL WORKING MACHINES

Locations: Newport, Sunshine,

Prerequisite(s): VBQU618 - APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING

Content: 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.

Unit 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,

Prerequisite(s): VBQU618 - APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING

Content: 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.

Unit Hours: 16

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.

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

Locations: Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

VBN794 - APPLY ELECTRONIC CONTROL PRINCIPLES TO MACHINE SYSTEMS

Locations: Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

VBN795 - EVALUATE MANUFACTURING PROCESSES FOR A RANGE OF ENGINEERING APPLICATIONS

Locations: Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

VBQU618 - APPLY OH&S PRINCIPLES TO TECHNOLOGY TEACHING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.
CERTIFICATE III IN BOATBUILDING

Course Code: 15564VIC

Campus: Werribee, City Flinders, Sunbury, Re-enrolling Students only

Scope of Delivery: Part Time

Career Opportunities: Boatbuilding Construction

Course Objectives: This course provides boat builder and shipwright apprentices with training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

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

Core Units of Study
Work Environment
Workplace Occupational Health and Safety
Boatbuilding Terminology
Workplace Communication
Boatbuilding Calculations
Hand and Power Tools 1
Boatbuilding Drafting
Craft Construction (General)
Construction Materials
Introduction to Static Machines
Elective Units of Study

Craft Development
Boatbuilding Materials
Marine Drafting I
Marine Drafting II
Planking
Craft Construction - Timber
Introduction to Fibreglass
Slipping and Docking
Small Craft Construction I
Computers and Technology
Problem Solving
Masts and Rigging
Docking
Decking
Ribbing and Longitudinal Framing
Timber Flooring and Seats
Pattern, Plug, Mould and Foil
Construction
Backbone Structures
Craft Construction - Fibreglass
Steambedding and Laminating Timber
Estimating and Costing
Paints, Coatings, Sealants and Adhesives
Composite Fibres 1
Composite Fibres 2
Metal Hull Construction 1
Metal Hull Construction 2
Welding and Thermal Cutting
Advanced Welding Techniques
Travel Lifts and Cranes
CAD for the Marine Industry
Fitout
Finish
Craft Construction - Aluminium
Slipping and Boatyard Operations
Customer Service
Centreboats, Rudders and Steering Gear
Lofting
Round Bilge Lofting
Small Business Management
Fairing Operations
Occupational Health and Safety II
Breasthooks, Knees and Thwarts
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

- Boat Repairs and Maintenance
- Hand and Power Tools II
- Advanced Static Machines
- Installation of Fittings and Engines
- Craft Construction - Steel

### CERTIFICATE III IN PLUMBING AND GASFITTING

**Course Code:** 20085VIC  
**Campus:** Sunshine, Campus.  
**Scope of Delivery:** Part Time  
**Career Opportunities:** Licenced plumbers.  
**Course Objectives:** Provides off the job training for apprentices in the plumbing and gasfitting industry.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** User Choice (Apprenticeships), Employer Choice

**Course Duration:** To be advised.

**Course Structure:** 1040 nominal hours on a part-time basis. Part-time

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Stage 3 (a minimum of 190 nominal hours)

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CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIPS IN CABINET MAKING/WOOD MACHINING/FURNITURE POLISHING)

Course Code: 21278VIC

Campus: Newport,

Scope of Delivery: Full Time

Career Opportunities: Cabinet Maker or Furniture Polisher.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Selection: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry To be advised.

Course Duration: To be advised.

Course Structure: This course is 16 weeks full-time and 3 weeks practical placement. Full time.

Core Units of Study

ABC501  INTRODUCTION TO FURNISHING INDUSTRY 8
LMFCR0001A  FOLLOW SAFE WORKING POLICIES AND PRACTICES 40
LMFCR0002A  COMMUNICATE IN THE WORKPLACE 20
LMFCR0003A  CARRY OUT MEASUREMENTS AND CALCULATIONS 20
LMFCR0004A  WORK EFFECTIVELY WITH OTHERS 15
LMFFM1001A  CONSTRUCT BASIC TIMBER FURNISHING PRODUCT 100
LMFFM2001A  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS 40
LMFFM2002A  ASSEMBLE FURNISHING COMPONENTS 20
LMFFM2004A  PREPARE SURFACES FOR FINISHING 24
LMFFM2005A  JOIN SOLID TIMBER 8
LMFM2006A  HAND MAKE TIMBER JOINTS 40
LMFM2010A  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES 56
LMFM3012A  PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION 16
LMFNM2002A  MOVE AND STORE MATERIALS AND PRODUCTS 16
TDTD397C  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES 40
ABC999  INDUSTRY PLACEMENT 114
Elective Units of Study
The remaining units may be chosen from the electives bank listed below or any other FM and FF 2000 Series unit contained in this course. The total is 630 hours, plus the core industry placement (ABC999) of 114 hours:

- LMFFM2003A SELECT AND APPLY HARDWARE 16
- LMFFM2004A APPLY SHEET LAMINATES BY HAND 8
- LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE 16
- LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES 16
- LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES 20
- LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES 24
- LMGFGN3001A READ AND INTERPRET WORK DOCUMENTS 24
- BSCCMN107A OPERATE A PERSONAL COMPUTER 20

Certificate III in Furnishing (Wood Machining, Cabinet Making, & Furniture Polishing)

Course Code: 21279VIC
Campus: Werribee, City Flinders, Sunbury, Re-enrolling Students only
Scope of Delivery: Part Time, Full Time

Career Opportunities: Cabinet Making, Wood Machining, Polishing, Chair and Couch Making.

Course Objectives: This course provides participants with the skills and knowledge required to display competence in cabinet making, wood machining, polishing, chair and couch making.

Provides participants with the skills and knowledge required to display competence in one of the following industry sectors: Cabinet Making; Wood Machining; Polishing; Chair and Couch Making.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: The course may be offered on a full-time basis over 960 nominal hours or part-time equivalent. Full-time or part-time

Core Units of Study

Generic Core Units (196 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM076</td>
<td>FOLLOW DEFINED OH&amp;S POLICIES AND PROCEDURES</td>
<td>32</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>VBM077</td>
<td>USE HAND AND POWER TOOLS</td>
<td>56</td>
</tr>
</tbody>
</table>

Specialist Core Units

Wood Machining Stream

Students must complete the following 7 units (totalling 456 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM121</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>16</td>
</tr>
<tr>
<td>VBM210</td>
<td>OPERATE BASIC STATIC MACHINES</td>
<td>60</td>
</tr>
<tr>
<td>VBM211</td>
<td>SET UP BASIC STATIC MACHINES</td>
<td>44</td>
</tr>
<tr>
<td>VBM215</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS</td>
<td>12</td>
</tr>
<tr>
<td>VBM225</td>
<td>SET UP, OPERATE AND MAINTAIN COMPLEX MACHINES</td>
<td>244</td>
</tr>
<tr>
<td>VBM228</td>
<td>MACHINE SURFACES FOR FINISHING</td>
<td>40</td>
</tr>
<tr>
<td>VBM231</td>
<td>MAINTAIN BASIC STATIC MACHINES</td>
<td>40</td>
</tr>
</tbody>
</table>

Or

Furniture Polishing Stream

Students must complete the following 4 units (totalling 236 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM213</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>40</td>
</tr>
<tr>
<td>VBM218</td>
<td>APPLY SURFACE COATINGS BY MECHANICAL METHODS</td>
<td>140</td>
</tr>
<tr>
<td>VBM264</td>
<td>MAINTAIN SPRAY EQUIPMENT AND BOOTHS</td>
<td>40</td>
</tr>
<tr>
<td>VBM212</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>16</td>
</tr>
</tbody>
</table>

Or

Cabinet Making Stream

Students must complete the following 6 units (totalling 228 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM212</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>40</td>
</tr>
<tr>
<td>VBM228</td>
<td>MACHINE SURFACES FOR FINISHING</td>
<td>40</td>
</tr>
<tr>
<td>VBM222</td>
<td>INSTALL CABINETS</td>
<td>40</td>
</tr>
<tr>
<td>VBM215</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS</td>
<td>12</td>
</tr>
<tr>
<td>VBM224</td>
<td>FOLLOW PLANS TO ASSEMBLE CABINETS</td>
<td>80</td>
</tr>
<tr>
<td>VBM212</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>16</td>
</tr>
</tbody>
</table>

Or

Additional Units:

- VBM078 | APPLY QUALITY STANDARDS                                    | 40    |
- VBM079 | WORK IN A TEAM ENVIRONMENT                                 | 20    |
- BCG1000A | CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION              | 20    |
- ABC501 | INTRODUCTION TO FURNISHING INDUSTRY                        | 8     |
CERTIFICATE II IN SIGN WRITING

Course Code: 21399VIC

Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Signwriter/Sign Industry Worker.

Course Objectives: The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Sign Industry.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry Interview or skills indicator.

Course Duration: To be advised.

Course Structure: 14 weeks full-time. Full time or part time

And

Elective Units of Study

Students must complete elective units (to a total course duration of 960 nominal hours) from the following

VBM220  CONSTRUCT CHAIR AND COUCH FRAMES 120
VBM214  CONSTRUCT FURNITURE USING LEG AND RAIL METHOD 80
VBM221  PRODUCE FURNITURE USING ANGULAR AND/OR CURVED 120
VBM230  APPLY LAMINATES BY HAND 8
VBM229  CONSTRUCT CARCASES FOR CABINETS 80
VBM223  CONSTRUCT AND APPLY DECORATIVE TREATMENTS AND FINISHES TO FURNITURE 20

CERTIFICATE IV IN SIGN TECHNOLOGY

Course Code: 21399VIC

Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Sign industry worker.

Course Objectives: This course prepares students for employment in the sign industry. Sign writers skills include areas such as painting and sign writing shop windows to designing neon signs. The course aims to provide participants with advanced sign writing skills as well as business management skills to assist in their current employment, or to set up their own business.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry Interview, Skills Indicator.

Course Duration: To be advised.

Course Structure: 2 years part-time. Full time, part time.
FACULTY OF TECHNICAL AND TRADES INNOVATION

Core Units of Study

VBM990  LEVELLING 8
VBM988  WORKPLACE SAFETY 40
VBM987  CAREER STUDIES 16
VBM986  WORKPLACE DOCUMENTS AND PLANS 20
VBM985  BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS 16

VBM984  USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS 76
VBM983  USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE 76

CERTIFICATE II IN JOINERY/SHOPFITTING/STAIRBUILDING - PRE-APRENTICESHIP

Course Code: 21533VIC

Campus: Newport,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Apprentice Joiner, Assembly, machining, materials handling.

Course Objectives: 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.

The course aims to provide students with the underpinning knowledge and skills in the following areas: · industry terminology · the characteristics of construction materials and processes · construction techniques to achieve certain outcomes · application of a range of construction techniques

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. * All applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: The course is 16 weeks full-time or part-time equivalent. Full-time and part-time.

Core Units of Study

VBN704  TIMBER STAIR CONSTRUCTION 48
VBN703  SHOPFITTING DISPLAY UNITS 32
VBN702  ALUMINIUM FABRICATION 24
VBN701  DOOR AND WINDOW CONSTRUCTION 40
VBN700  JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY CONSTRUCTION WORK PROCESSES 120
VBN701  DOOR AND WINDOW CONSTRUCTION 40
VBN702  ALUMINIUM FABRICATION 24
VBN703  SHOPFITTING DISPLAY UNITS 32
VBN704  TIMBER STAIR CONSTRUCTION 48

CERTIFICATE II IN APPLIED DESIGN IN INDUSTRY

Course Code: 21633VIC

Campus: Newport,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Provides an introduction to furniture design.

Course Objectives: To provide students with a basic comprehension of processes involved in design.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. * All applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: 23 weeks. Full-time, Part-time, Flexible delivery.
Core Units of Study

VBP201  SOURCE INFORMATION ON DESIGN IN THE INDUSTRY CONTEXT  20
VBP202  DEVELOP KNOWLEDGE OF DESIGN TERMINOLOGY AND CONCEPTS FOR INDUSTRY CONTEXT  40
VBP203  FOLLOW DESIGN PROCESS IN RELATION TO OWN WORK  40

(a) Elective Units of Study

CUFSAF01B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  15
BSBCMN204A  WORK EFFECTIVELY WITH OTHERS  15
LAMCR0002A  COMMUNICATE IN THE WORKPLACE  20
BSBCMN202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES  20
BSBCMN206A  PROCESS AND MAINTAIN WORKPLACE INFORMATION  30
BSBCMN208A  DELIVER A SERVICE TO CUSTOMERS  20
BSBCMN209A  PROVIDE INFORMATION TO CLIENTS  20
BSBCMN210A  IMPLEMENT IMPROVED WORK PRACTICES  30

(b) Elective Units of Study

PRACTICAL DESIGN SKILLS
Complete a minimum of two units.

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

(c ) Elective Units of Study

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

CERTIFICATE II IN PLUMBING (PREVOCATIONAL)

Course Code: 21642VIC
Campus: Sunshine,
Scope of Delivery: Full Time

Career Opportunities: Plumber

Course Objectives: The course provides participants with the skills, knowledge and ability required to gain an apprenticeship in the plumbing industry. This course will assist you to gain employment as an apprentice plumber.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry
Course Duration: To be advised.
Course Structure: 1 year full-time. Full-time

Core Units of Study

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
VBM989  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

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, Newport, Melton, Sunshine,
Scope of Delivery: Part Time, Full Time

Career Opportunities: Bricklayer, Carpenter, Painter and Decorator, Wall and Floor Tiler.

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:

- Bricklaying
- Carpentry
- Painting and Decorating.

Entry Requirements: Other
Selection Criteria: Direct Entry Applicants may be required to sit a reading/writing test.
Course Duration: To be advised.
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

**VBQM697** WORKPLACE SAFETY AND INDUSTRY INDUCTION 40
**VBQM698** WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY 16
**VBQM699** BASIC FIRST AID 8
**VBQM700** BUILDING STRUCTURES 8
**VBQM701** CALCULATIONS FOR THE BUILDING INDUSTRY 20
**VBQM702** CAREER STUDIES 16
**VBQM703** COMMUNICATIONS FOR THE BUILDING INDUSTRY 20
**VBQM704** INTRODUCTION TO SCAFFOLDING 24
**VBQM705** LEVELLING 8
**VBQM706** QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY 8
**VBQM707** SAFE HANDLING AND USE OF PLANT AND POWER TOOLS 16
**VBQM708** WORKPLACE DOCUMENTS AND PLANS 20
**VPAU349** 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
**VBQM716** BASIC SETTING OUT 24
**VBQM715** CARPENTRY POWER TOOLS 64
**VBQM714** CARPENTRY HAND TOOLS 80

Painting and Decorating Stream specific Units of Study

**VBQM728** COLOUR THEORY AND PRACTICE 32
**VBQM729** PAINT APPLICATION 140
**VBQM730** TIMBER STAINING AND CLEAR FINISHING PRINCIPLES 40
**VBQM731** PROTECTIVE METAL COATINGS 40
**VBQM732** SPRAY PAINTING 32
**VBQM733** PAPERHANGING PRINCIPLES 20
**VBQM725** PAINTING AND DECORATING HAND TOOLS 40
**VBQM726** SURFACE PREPARATION 80
**VBQM727** PAINT PRINCIPLES 12

Wall and Floor Tiling Stream specific Units of Study

**VBPS21** WALL AND FLOOR TILING HAND AND POWER TOOLS 40
**VBPS22** TILING SUBSTRATES 48
**VBPS23** TILING ADHESIVES 96
**VBPS24** WALL TILING 128
**VBPS25** FLOOR TILING 128

**ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)**

Course Code: 21953VIC

Campus: Newport,

Scope of Delivery: Part Time, Full Time

Career Opportunities: 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 Objectives: The qualification will be used by Building Design Practitioner aspirants as a job ready entry level outcome.

The Building Commission of Victoria has been heavily involved in the establishment of this new course with a view to better facilitation of competency for application to be registered as a Building Design Practitioner.

Entry Requirements: Successful completion of VCE/VCAL or equivalent

Selection Criteria: Direct Entry, VTAC

Course Duration: 2.5 years

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.

**VPAU582** UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS 40
**VPAU583** APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF RESIDENTIAL BUILDINGS 180
**VPAU584** APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS 120
**VPAU585** COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS 40
**VPAU586** COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS 50
**VPAU587** DESIGN SAFE BUILDINGS 40
**VPAU588** DESIGN SUSTAINABLE BUILDINGS 90
**VPAU589** INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION 40
**VPAU590** PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS 180
**VPAU591** PRODUCE WORKING DRAWINGS FOR COMMERCIAL BUILDINGS 180
**VPAU592** SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS 40
**VPAU593** PROVIDE DESIGN SOLUTIONS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS 200
**VPAU594** INTEGRATE DIGITAL APPLICATIONS INTO ARCHITECTURAL WORKFLOWS 240
### School of Construction Industries

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>VPAU595</td>
<td>Present Architectural Designs</td>
<td>120</td>
</tr>
<tr>
<td>VPAU596</td>
<td>Manage Architectural Project Administration</td>
<td>60</td>
</tr>
<tr>
<td>VPAU597</td>
<td>Undertake Complex Architectural Projects</td>
<td>280</td>
</tr>
<tr>
<td>VPAU349</td>
<td>Work Safely in the Construction Industry</td>
<td>6</td>
</tr>
<tr>
<td>BSBOHS4048</td>
<td>Contribute to the Implementation of Strategies to</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Control OHS Risk</td>
<td></td>
</tr>
<tr>
<td>BSBSMB404A</td>
<td>Undertake Small Business Planning</td>
<td>50</td>
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**Advanced Diploma of Building Design and Project Administration**

**Course Code:** 403555A  
**Campus:** Newport,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Architectural technician, Building designer, Project team leader.  
**Course Objectives:** This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.  
**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.  
**Selection Criteria:** Direct Entry, VTAC VTAC/Direct applicants are selected via an interview process.  
**Course Duration:** To be advised.  
**Course Structure:** The course may be offered on a full-time over 1670 hours or part-time equivalent. Part-time, block release.  
**Core Units of Study**

- LCTA  Apply Drafting Office Administration Processes 50  
- LCTB  Apply Principles of Construction Technology to Private Residential Dwellings 120  
- LCTC  Carry Out a Site Survey of an Existing Building 40  
- LCTD  Create Technically Projected Presentation Views of Architectural Design Concepts 40  
- LCTE  Evaluate Materials for Construction of Residential Dwellings 40  
- LCTF  Produce 2D Architectural Drawings Using CAD Software 100  
- LCTG  Produce Drawing Documentation for Private Residential Buildings 40  
- LCTH  Produce Working Drawings for a Single Storey Private Residence 40  
- LCTK  Produce Working Drawings for a Two Storey Private Residence 90  
- LCTL  Provide Design Solutions for Private Residential Dwellings 40  
- LCTM  Provide Design Solutions for Small Residential Living Units 40  
- LCTN  Using Sketching Presentation Techniques to Communicate Design Concepts 40  
- LCTP  Apply Principles of Construction Technology to Type ‘B’ and ‘C’ Commercial Buildings 120  
- LCTQ  Apply Principles of Environmental Sustainability to Building Design 40  
- LCTD  Determine Required Services, Layout and Connection Methods to Commercial Buildings 40  
- LCTW  Evaluate Materials for Construction of Commercial Buildings 40  
- LCTX  Produce 3D Architectural Drawings Using CAD Software 50  
- LCTY  Produce Commercial Working Drawings for Type ‘B’ Building Projects 90  
- LCTZ  Produce Commercial Working Drawings for Type ‘C’ Building Projects 90  
- LCWA  Produce Digital Renderings of Architectural 3D CAD Drawings 50  
- LCWB  Produce Drawing Documentation for a Commercial Building 50  
- LCWC  Provide Design Solutions for Type ‘C’ Buildings 40  
- LCWD  Provide Design Solutions for Type ‘B’ Buildings 40  
- LCWE  Apply Principles of Design, Documentation and Project Administration to Buildings 120  
- LCWF  Undertake Research for a Building Design Related Project 80  
- LCWN  Apply Principles of Timber Framing Design to One or Two Storey Buildings 50  

**Elective Units of Study**

Two units (together totalling at least 110 nominal hours), not previously studied, selected by the student with the approval of the Head of Department, having regard to the relevant units detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002.
**CERTIFICATE III IN OFF SITE CONSTRUCTION (SHOPFITTING)**

**Course Code:** BCF30100  
**Campus:** Newport,  
**Scope of Delivery:** Part Time  

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

**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.

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

**Selection Criteria:** User Choice (Apprenticeships), Employer Choice

**Course Duration:** To be advised.

**Course Structure:** 3 years, part-time. Student attend on block release.

To achieve Certificate III in off Site Construction (Shopfitting), all core competencies plus 8 electives shall be chosen with a maximum of 1 from 1000 series, a maximum of 2 from the 2000 series and 5 from the 3000 series as outlined in BFF00 training package.

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

**Core Units of Study**

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<tr>
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<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
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<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
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<td>PLAN AND ORGANISE WORK</td>
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<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
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<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
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<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
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<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
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<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<tr>
<td>BCG2000A</td>
<td>ASSEMBLE SIMPLE PARTITION FRAMES</td>
<td>40</td>
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<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
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<td>BCG2004A</td>
<td>CARRY OUT LEVELLING</td>
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<td>BCG2010A</td>
<td>REMOVE/REPLACE DOOR AND WINDOW FURNITURE</td>
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<td>BCG2012A</td>
<td>MAKE SET-OUTS</td>
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<td>MEASURE WITH GRADUATED DEVICES</td>
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<td>BCF2010A</td>
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<td>BCF2012A</td>
<td>PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT</td>
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<td>MANUALLY CUT GLASS TO SIMPLE SHAPES</td>
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<td>BCF2015A</td>
<td>USE ALUMINIUM SECTIONS FOR FABRICATION</td>
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<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
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<td>PREPARE FOR OFF-SITE MANUFACTURING PROCESS</td>
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<td>PREPARE SURFACES</td>
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**Elective Units of Study**

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<th>Name</th>
<th>Credits</th>
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<tr>
<td>BCF2018A</td>
<td>ASSEMBLE/INSTALL SHOPFRONT, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENTS</td>
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<td>BCF3002A</td>
<td>ASSEMBLE STATIC MACHINERY</td>
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<td>BCF3001A</td>
<td>SETUP STATIC MACHINERY</td>
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<tr>
<td>BCF3012A</td>
<td>SET OUT CUPBOARDS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS</td>
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<td>BCF3013A</td>
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<td>BCF3017A</td>
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<td>APPLY FINISHES</td>
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<td>BCF3036A</td>
<td>SHIFT MATERIALS MANUALLY</td>
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<td>BCF3037A</td>
<td>SET OUT AND LEVEL</td>
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<td>BCF3038A</td>
<td>APPLY AND TRIM DECORATIVE FINISHES</td>
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<td>BCF3041A</td>
<td>CUT AND INSTALL GLASS</td>
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<td>BCF3042A</td>
<td>MARK OFF/OFF</td>
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<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<tr>
<td>BCG1016A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)</td>
<td>40</td>
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<tr>
<td>BCG1019A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)</td>
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<td>BCG2002A</td>
<td>OXY/LPG ACETYLENE CUTTING</td>
<td>20</td>
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<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
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<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
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<td>BCF2009A</td>
<td>CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS</td>
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<td>BCF2011A</td>
<td>USE COMPUTERS</td>
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<td>BCG3012A</td>
<td>CONSTRUCT AND ERECT TIMBER WALL FRAMING</td>
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<td>BCG3016A</td>
<td>INSTALL SUB FLOOR FRAMING</td>
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<td>BCG3045A</td>
<td>APPLY PAINT BY SPRAY</td>
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<td>MEM5.15AA</td>
<td>WELD WITH MANUAL METAL ARCH WELDING PROCESS (MMAW)</td>
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<td>ASSEMBLE FABRICATED COMPONENTS</td>
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<tr>
<td>BCG3084A</td>
<td>INSTALL FRAMED CEILING (SHEET AND BOARDS)</td>
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<td>BCG3096A</td>
<td>APPLY PAINT BY BRUSH/ROLLER</td>
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<td>BCF3042A</td>
<td>INSTALL CURTAIN WALLING</td>
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<td>BCF3052A</td>
<td>USE COMPUTER CONTROLLED MACHINERY</td>
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<td>BCF3003A</td>
<td>IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN</td>
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<td>BCF3004A</td>
<td>SET OUT STAIRS</td>
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<td>BCF3005A</td>
<td>MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS</td>
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<td>BCF3006A</td>
<td>ASSEMBLE AND INSTALL STAIRS</td>
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<td>BCF3008A</td>
<td>IDENTIFY WINDOW AND DOOR CONSTRUCTION</td>
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<tr>
<td>BCF3009A</td>
<td>SETTING OUT OF WINDOWS AND DOORS</td>
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CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY-TIMBER/ALUMINIUM/GLASS)

Course Code: BCF30200

Campus: Newport,

Scope of Delivery: Part Time, Full Time

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice Selection is conducted by employer.

Course Duration: To be advised.

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
BCF3010A  MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES  40
BCF3011A  ASSEMBLE (DOOR/WINDOWS)  16
BCF3014A  PREPARE ALUMINIUM FOR ASSEMBLY  16
BCF3015A  ASSEMBLE ALUMINIUM FRAMEWORK  16
BCF3024A  INSTALL INTERNAL LINING  40
BCF3049A  MANUFACTURE ALUMINIUM GRILLS AND LOUVRES  40

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;

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:

User Choice (Apprenticeships), Employer Choice Selection is conducted by employer.

Course Duration: To be advised.

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

SCHOOL OF CONSTRUCTION INDUSTRIES

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  SET OUT AND LEVEL  8
BCF3036A  SHIFT MATERIALS MANUALLY  12
BCF3037A  SET OUT AND LEVEL  8
BCF3038A  APPLY AND TRIM DECORATIVE FINISHES  40
BCF3041A  CUT AND INSTALL GLASS  16
BCF3042A  MARK OFF/OUT  20
BCF3045A  MANUFACTURE JOINERY UNIT COMPONENTS  40
BCG2000A  ASSEMBLE SIMPLE PARTITION FRAMES  40
BCG2001A  PREPARE SURFACES  32
BCG2004A  CARRY OUT LEVELLING  16
BCG2010A  REMOVE/REPLACE DOOR AND WINDOW FURNITURE  4
BCG2012A  MAKE SET-OUTS  8
MEM2.5C11A  MEASURE WITH GRADUATED DEVICES  20

Elective Units of Study

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

(i)Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
(ii)Metal & Engineering Training Package MEM98, Australian National Training Authority, November, 1998;
**CERTIFICATE III IN OFF SITE CONSTRUCTION (STAIRS)**

Course Code: BCF30300  
Campus: Newport,  
Scope of Delivery: Part Time  
Career Opportunities: The graduates will receive this qualification to enable them to work within the commercial and residential stairbuilding industry.  
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.  
Entry Requirements: Other Employed within the industry or employed as an apprentice.  
Select Criteria: User Choice (Apprenticeships), Employer Choice Must be employed in the Stair Building Industry as an apprentice  
Course Duration: To be advised.  
Course Structure: 3 years, part-time. Student attend on block release.  
To achieve Certificate III in Off-Site Construction (Shopfitting), all core competencies plus 8 electives shall be chosen with a maximum of 1 from the 1000 series, a maximum of 2 from the 2000 series and 5 from the 3000 series as outlined in BCF00 training package.  
**Core Units of Study**  
- BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION  
- BCG1001A CARRY OUT OH&S REQUIREMENTS  
- BCG1002A PLAN AND ORGANISE WORK  
- BCG1003A READ AND INTERPRET PLANS  
- BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS  
- BCG1005A USE HAND AND POWER TOOLS  
- BCG1006A USE SMALL PLANT AND EQUIPMENT  
- BCG1008A USE SIMPLE LEVELLING DEVICES  
- BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE  
- BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES  
- BCG2001A PREPARE SURFACES  
- BCG2004A CARRY OUT LEVELLING  
- BCG2012A MAKE SET-OUTS  
- MEM2.5C11 MEASURE WITH GRADUATED DEVICES  
- BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK  
- BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT  
- BCF2013A ASSEMBLE COMPONENTS  
- BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS  
- BCF2001A USE STATIC MACHINES  
- BCF3000A MAINTAIN STATIC MACHINERY  
- BCF3001A SETUP STATIC MACHINERY  
- BCF3003A IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN  
- BCF3004A SET OUT STAIRS  
- BCF3005A MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS  
- BCF3006A ASSEMBLE AND INSTALL STAIRS  
- BCF3007A MANUFACTURE AND INSTALL CONTINUOUS HAND-RAILING AND SPECIAL STAIR COMPONENTS  
- BCF3036A SHIFT MATERIALS MANUALLY  
- BCF3037A SET OUT AND LEVEL  
- BCF3039A MANUFACTURE STAIR COMPONENTS - CURVED AND GEOMETRIC STAIRS  
- BCF3042A MARK OFF/OUT  

**Elective Units of Study**  
- BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING  
- BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS  
- BCG2002A OXY/LPG ACETYLENE CUTTING  
- BCG2003A ASSEMBLE FABRICATED COMPONENTS  
- BCG2004A CARRY OUT CONCRETE WORK  
- BCG2011A USE COMPUTERS  
- BCG2014A MANUALLY CUT GLASS TO SIMPLE SHAPES  
- BCG2015A USE ALUMINIUM SECTIONS FOR FABRICATION  
- BCG2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES  
- BCG3004A USE EXPLOSIVE POWER TOOLS (EPT)  
- BCG3010A ASSEMBLE ALUMINIUM FRAMEWORK  
- BCG3014A CUT AND INSTALL GLASS  
- BCG3015A ASSEMBLE AND INSTALL CONTINUOUS HAND-RAILING AND SPECIAL STAIR COMPONENTS  
- BCF3023A APPLY FINISHES  
- BCF3024A INSTALL INTERNAL LINING  
- BCF3038A APPLY AND TRIM DECORATIVE FINISHES  
- BCF3041A APPLY PAINT BY BRUSH/ROLLER  
- BCF3045A APPLY PAINT BY SPRAY  
- MEM5.15AA WELD WITH MANUAL METAL ARCH WELDING PROCESS (MMAW)  
- BCG3071A ASSEMBLE FABRICATED COMPONENTS  
- BCG3096A APPLY PAINT BY SPRAY  
- BCF3070A ASSEMBLE MANUFACTURED PRODUCTS FOR TRANSPORT  
- BCF3072A USE COMPUTER CONTROLLED MACHINERY  
- BCF3073A PREPARE ALUMINIUM FOR ASSEMBLY  
- BCF3074A APPLY AND INSTALL SEALANT AND SEALANT DEVICES  
- BCF3075A ASSEMBLE ALUMINIUM FRAMEWORK  
- BCF3076A MANUFACTURE STAIR COMPONENTS - CURVED AND GEOMETRIC STAIRS  
- BCF3077A MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS  
- BCF3078A MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS  
- BCF3079A MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS  

**CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS)**  
Course Code: BCF30700  
Campus: Sunshine,  
Scope of Delivery: Part Time, Full Time  
Career Opportunities: Signwriter/Sign Industry Worker.  
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.  
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice Selection conducted by the employer.

Course Duration: To be advised.

Course Structure: 3 years part-time. Full-time, part-time, block release.

Core Units of Study

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<th>Hours</th>
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<td>BCF2001A</td>
<td>USE STATIC MACHINES</td>
<td>32</td>
</tr>
<tr>
<td>BCF2004A</td>
<td>LAYOUT SIGNS</td>
<td>40</td>
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<tr>
<td>BCF2005A</td>
<td>USE COLOUR MATCHING FOR SIGN WRITING</td>
<td>24</td>
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<tr>
<td>BCF3052A</td>
<td>SIGN WRITE TO SIMPLE FORMS</td>
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<td>BCF3053A</td>
<td>SIGN WRITE TO DECORATIVE FORMS</td>
<td>72</td>
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<tr>
<td>BCF3054A</td>
<td>APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS</td>
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<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 - VINYL</td>
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<tr>
<td>BCF3057A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - DIGITAL</td>
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<td>BCF3058A</td>
<td>PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - 30 DIMENSIONAL</td>
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Elective Units of Study

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Fifteen Units of Study (totalling 232 nominal hours) selected by the student, subject to the approval of the Head of Department, having regard to the list of relevant Units of Study in:
- off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
- Metal & Engineering Training Package MEM98, Australian National Training Authority, November 1998;

CERTIFICATE II IN GENERAL CONSTRUCTION

Course Code: BCG20198

Campus: Newport,

Scope of Delivery: Full Time

Career Opportunities: Transition to Apprenticeship.

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

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

Selection Criteria: Direct Entry Must be an ATC student

Course Duration: To be advised.

Course Structure: This course is offered 5 days over 13 weeks. Full-time.

Students must successfully complete all core competencies plus three electives.

Core Units of Study

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<td>READ AND INTERPRET PLANS</td>
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<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
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<td>BCG2012A</td>
<td>MAKE SET-OUTS</td>
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<td>MEM2.5C11A</td>
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Elective Units of Study

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<td>BCG2004A</td>
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<tr>
<td>BCG2007A</td>
<td>OPERATE ELEVATED WORK PLATFORMS (EWP)</td>
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</table>
CERTIFICATE II IN GENERAL CONSTRUCTION (BRICKLAYING AND BLOCKLAYING)

Course Code: BCG201988

Campus: Newport,

Scope of Delivery: Full Time

Career Opportunities: Transition to Apprenticeship.

Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at Year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual skill band less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: This course is offered 5 days over 13 weeks. Full-time.

Core Units of Study

Unit of Study Code Hours

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING) 40
BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY) 40
BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION) 20
BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK 24
BCG2008A USE EXPLOSIVE POWER TOOLS (EPT) 16
BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE 4

CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

Course Code: BCG30103

Campus: Industry, Only - VETASSESS

Scope of Delivery: Part Time

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

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

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

Selection Criteria: User Choice (Apprenticeships), Employer Choice Applicants must be tradespersons working in the bricklaying/blocklaying sector in overseas locations as a general carpenter and have met the practical skills assessment testing.

Course Duration: To be advised.

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

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

Core Units of Study

Unit of Study Code Hours

BCG1001A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCG2001A PREPARE SURFACES 32
BCG2003A CARRY OUT GENERAL DEMOLITION 32
BCG2004A CARRY OUT LEVELLING 16
BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20

BCGCM1001B FOLLOW OH&S POLICIES AND PROCEDURES 40
BCGCM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY 20
BCGCM1003B PLAN AND ORGANISE WORK 20
BCGCM1004B CONDUCT WORKPLACE COMMUNICATION 20
BCGCM1005B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCGCM2001B READ AND INTERPRET PLANS AND SPECIFICATIONS 36
BCGCM2006B APPLY BASIC LEVELLING PROCEDURES 8
BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCGCM2009B CARRY OUT BASIC DEMOLITION 32
BCGBL2001B HANDLE AND PREPARE BRICKLAYING/BLOCKLAYING MATERIALS 16
BCGBL2002B USE BRICK LAYING AND BLOCK LAYING TOOLS AND EQUIPMENT 16
School of Construction Industries

BCGBL3002B CARRY OUT MASONRY VENEER CONSTRUCTION 60
BCGBL3003B CARRY OUT CAVITY BRICK CONSTRUCTION 60
BCGBL3004B CONSTRUCT MASONRY STEPS AND STAIRS 32
BCGBL3005B LAY MASONRY WALLS AND CORNERS 76
BCGBL3006B LAY MULTI THICKNESS WALLS AND PIERS 60
BCGBL3009B INSTALL FLASHINGS AND DAMP PROOF COURSE (DPC) 8
BCGBL3010B CONSTRUCT MASONRY ARCHES 100
BCGBL3011B CONSTRUCT CURVED WALL 32
BCGBL3014B INSTALL FIRE RATED MASONRY CONSTRUCTION 32
BCGCA3002B CARRY OUT SETTING OUT 12
BCGCA2003B CARRY OUT CONCRETING TO SIMPLE FORMS 16

Elective Units of Study
BCGCM2007B USE EXPLOSIVE POWER TOOLS 16
BCGCM3001B OPERATE ELEVATED WORK PLATFORMS 20
BCGBL3001B LAY PAVING 24
BCGBL3007B INSTALL GLASS BLOCK WORK 8
BCGBL3008B INSTALL AERATED AUTOCLAVED CONCRETE (AAC) PRODUCTS 40
BCGBL3012B CONSTRUCT FIREPLACES AND CHIMNEYS 48
BCGCA2001B HANDLE CARPENTRY MATERIALS 16
BCGA2002B USE CARPENTRY TOOLS AND EQUIPMENT 96
BCGCO2003B CARRY OUT CONCRETING TO SIMPLE FORMS 16

Certificate III in Carpentry
Course Code: BCG030203
Campus: Industry, Only - VETASSESS

Scope of Delivery: Part Time

Career Opportunities: Employed as qualified carpenter in a nationally recognised skills shortage demand area.

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

Entry 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 Criteria: User Choice (Apprenticeships). Applicants must be tradespersons working in the carpentry sector in overseas locations as a general carpenter and have met the practical skills assessment testing

Course Duration: To be advised.

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
BCGCAM1001B FOLLOW OH&S POLICIES AND PROCEDURES 40
BCGCAM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY 20

Elective Units of Study
BCGCAM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCGCAM3001B CONSTRUCT WALL FRAMES 60
BCGCAM3005B CONSTRUCT CEILING FRAMES 32
BCGCAM3007B CONSTRUCT A PITCHED ROOF 60
BCGCAM3010B INSTALL AND REPLACE WINDOWS AND DOORS 32
BCGCAM3023B CARRY OUT LEVELLING OPERATIONS 24
BCGSFM2004B PLACE AND FIX REINFORCEMENT MATERIALS 40
BCGCA3014B CONSTRUCT BULKHEADS 16
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
BCGCA3011B REFURBISH TIMBER SASHES TO WINDOW FRAMES 16
BCGCA3015B ASSEMBLE PARTITIONS 16
BCGCA3006B ERECT TRUSSES 24
BCGCA3008B CONSTRUCT EAVES 0
BCGCA3013B INSTALL LINING, PANELLING AND MOULDING 40
BCGCA3017B INSTALL EXTERIOR CLADDING 20
CERTIFICATE III IN GENERAL CONSTRUCTION (PAINTING & DECORATING) [APPRENTICESHIP]

Course Code: BCG30498

Campus: Newport,

Scope of Delivery: Part Time

Career Opportunities: Painter and decorator.

Course Objectives: This course provides apprentices with training in the related industry trades. The course provides off-job training for apprentices in the Painting Industry. The Painting & Decorating Industry comprises: - small Painting and Decorating businesses; - small to very large painting contractors; - group apprenticeship schemes; - public institutions e.g. hospitals, schools; - corporations and factories with maintenance departments. The work undertaken by a Painter includes new and maintenance painting and decorating for: - interior and exterior of residential, commercial, industrial and institutional buildings; - structures, plant, machinery, equipment, external fittings associated with the above buildings. The Painter may do the full range of work, or concentrate on one type of work for example: - renovation and restoration of historic buildings; - application of specialised architectural finishes in commercial and industrial buildings; - new high rise commercial constructions; - high quality interior decoration including luxury wallcoverings for homes, offices or restaurants; - maintenance of industrial buildings, plant and machinery including spray application of high technology coatings. On most jobs there is a mixture of outdoor and indoor work.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice Selection conducted by employer.

Course Duration: To be advised.

Course Structure: Part-time block basis over three years. Block release.

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

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

Unit of Study Code Hours

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<td>PLAN AND ORGANISE WORK</td>
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<td>READ AND INTERPRET PLANS</td>
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CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING/BLOCKLAYING)

Course Code: BCG30698

Campus: Newport,

Scope of Delivery: Part Time

Career Opportunities: Bricklayer.

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 use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*.

Middle-band consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

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 work place skills with theory, calculations and drawing integrated when delivery the competencies.

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

Core Units of Study

Unit of Study Code Hours
BCG2000A CARRY OUT GENERAL DEMOLITION 32
BCG2000A CARRY OUT LEVELLING 16
BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP) 20
BCG2008A USE EXPLOSIVE POWER TOOLS (EPT) 16
BCG3011A CARRY OUT BASIC SETTING OUT 12
BCG3021A INSTALL DOOR FRAMES 8
BCG3107A CARRY OUT VENEER CONSTRUCTION 60
BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION 60
BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS 36
BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER) 76
BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS 40
BCG3112A CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL 56
BCG3113A CONSTRUCT CURVED WALL 16
BCG3114A CONSTRUCT MASONRY BLOCKWORK 32

Elective Units of Study

Unit of Study Code Hours
BCG3046A INSTALL GLASS BLOCKWORK 24
BCG3047A INSTALL GLASS BLOCKWORK 32
BCG3068A INSTALL GLASS BLOCKWORK 32
BCG3069A INSTALL GLASS BLOCKWORK 24

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

CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY-FRAMEWORK/FORMWORK/FINISHING) [APPRENTICESHIP]

Course Code: BCG30798

Campus: Newport,

Scope of Delivery: Part Time

Career Opportunities: Carpenter.

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 use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*.

Middle-band consideration is given to performance in the full range of VCE studies undertaken.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

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 work place skills with theory, calculations and drawing integrated when delivery the competencies.

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

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
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING 40
BCG1008A USE SIMPLE LEVELLING DEVICES 8
BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS 40
BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE 16
BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING) 40
BCG2001A PREPARE SURFACES 32
Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice No selection is required, user choice applies.

Course Duration: To be advised.

Course Structure: This course may be offered on part time block basis of 960 hours over three years. Part time (Block release).

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

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

Core Units of Study

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<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1016A</td>
<td>INSTALL TIMBER AND SHEET FLOORING</td>
<td>8</td>
</tr>
<tr>
<td>BCG1017A</td>
<td>INSTALL DOOR FRAMES</td>
<td>8</td>
</tr>
<tr>
<td>BCG3018A</td>
<td>FINISH EAVES</td>
<td>12</td>
</tr>
<tr>
<td>BCG3019A</td>
<td>INSTALL EXTERIOR CLADDING</td>
<td>36</td>
</tr>
<tr>
<td>BCG3020A</td>
<td>CONSTRUCT TIMBER EXTERNAL STAIRS</td>
<td>36</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>INSTALL EXTERNAL OR INTERNAL DOORS</td>
<td>40</td>
</tr>
<tr>
<td>BCG3022A</td>
<td>CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION</td>
<td>24</td>
</tr>
<tr>
<td>BCG3023A</td>
<td>FIX TIMBER Mouldings</td>
<td>16</td>
</tr>
<tr>
<td>BCG3024A</td>
<td>ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)</td>
<td>6</td>
</tr>
<tr>
<td>BCG3025A</td>
<td>FIX LININGS AND PANELLING</td>
<td>24</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG3015A</td>
<td>ERECT TIMBER ROOF TRUSSES</td>
<td>32</td>
</tr>
<tr>
<td>BCG3016A</td>
<td>FIX TIMBER RAKING Moulds</td>
<td>20</td>
</tr>
<tr>
<td>BCG3017A</td>
<td>ERECT STEEL ROOF TRUSSES</td>
<td>24</td>
</tr>
<tr>
<td>BCG3018A</td>
<td>CONSTRUCT AND ERECT STEEL WALL FRAMING</td>
<td>40</td>
</tr>
<tr>
<td>BCG3019A</td>
<td>CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS</td>
<td>40</td>
</tr>
<tr>
<td>BCG3020A</td>
<td>INSTALL FITMENTS</td>
<td>16</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>INSTALL FITMENTS</td>
<td>20</td>
</tr>
<tr>
<td>BCG3022A</td>
<td>RESTORE/RENOVATE WINDOWS AND FRAMES</td>
<td>60</td>
</tr>
<tr>
<td>BCG3023A</td>
<td>ERECT/DISMANTLE FORMWORK</td>
<td>50</td>
</tr>
<tr>
<td>BCG3024A</td>
<td>ERECT/DISMANTLE JUMP FORM FORMWORK</td>
<td>80</td>
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<tr>
<td>BCG3025A</td>
<td>ERECT CEILING FRAMING (PITCHED ROOF)</td>
<td>32</td>
</tr>
<tr>
<td>BCG3026A</td>
<td>ERECT/DISMANTLE SLIP FORM FORMWORK</td>
<td>80</td>
</tr>
</tbody>
</table>

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

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

Course Code: BCG40106

Campus: Newport,

Scope of Delivery: Part Time

Career Opportunities: Quantity surveying, manager, supervisor.

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.

Entry Requirements: Other To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by Industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry, Written Application, VTAC Students will need to submit a written application. There may also be an interview process in relation to selection.

Course Duration: To be advised.
Core Units of Study

Training Package. This course consists of 12 core units and 4 elective units.

Students must complete the prescribed core and elective units from the BCG03 Training Package. This course consists of 8 core units and 7 elective units.

Core Units of Study

* Course Structure: The course may be offered on a part-time basis over 740 - 860 hours. This course is offered on a part-time basis.

* Students must complete the prescribed core and elective units from the BCG03 Training Package. This course consists of 12 core units and 4 elective units.

* Course Code: BCG40306

* Scope of Delivery: Part Time

* Campus: Newport

* Career Opportunities: Building Estimator.

* 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.

* Entry Requirements: Other To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by Industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

* Selection Criteria: Direct Entry, Written Application, VTAC Students will need to submit a written application. There may also be an interview process in relation to selection.

* Course Duration: To be advised.

* Course Structure: The course may be offered on a part-time basis over 610 - 850 hours. This course is offered on a part-time basis.

* Students must complete the prescribed core and elective units from the BCG03 Training Package. This course consists of 8 core units and 7 elective units.

* Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW-RISE BUILDING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4002A</td>
<td>MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4003A</td>
<td>SELECT AND PREPARE A CONSTRUCTION CONTRACT</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BCGBC4005A</td>
<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4006A</td>
<td>SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4007A</td>
<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4008A</td>
<td>CONDUCT ON-SITE SUPERVISION OF THE BUILDING AND CONSTRUCTION PROJECT</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4009A</td>
<td>APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS</td>
<td>50</td>
</tr>
<tr>
<td>BCGBC4010A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS</td>
<td>160</td>
</tr>
<tr>
<td>BCGBC4011A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW-RISE CONSTRUCTIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCGBC4012A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4013A</td>
<td>PREPARE AND EVALUATE TENDER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4014A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4015A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4016A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4017A</td>
<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4018A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4019A</td>
<td>CREATE AND USE SIMPLE SPREADSHEETS</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4020A</td>
<td>SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4021A</td>
<td>PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4022A</td>
<td>PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION WORKS</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4023A</td>
<td>ADMINISTER A CONSTRUCTION CONTRACT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4024A</td>
<td>ARRANGE RESOURCES AND PREPARE FOR THE BUILDING OR CONSTRUCTION PROJECT</td>
<td>20</td>
</tr>
<tr>
<td>BCGBC4025A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
<td>20</td>
</tr>
</tbody>
</table>

Certification IV in Building and Construction (Estimating)

Course Code: BCG40306

Campus: Newport

Scope of Delivery: Part Time

Career Opportunities: Building Estimator.

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.

Entry Requirements: Other To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by Industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry, Written Application, VTAC Students will need to submit a written application. There may also be an interview process in relation to selection.

Course Duration: To be advised.

Course Structure: The course may be offered on a part-time basis over 610 - 850 hours. This course is offered on a part-time basis.

Students must complete the prescribed core and elective units from the BCG03 Training Package. This course consists of 8 core units and 7 elective units.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGBC4001A</td>
<td>APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR LOW-RISE BUILDING PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4004A</td>
<td>IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BCGBC4005A</td>
<td>PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4006A</td>
<td>SELECT, PRODUCE AND STORE CONSTRUCTION MATERIALS FOR LOW-RISE PROJECTS</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4007A</td>
<td>PLAN BUILDING OR CONSTRUCTION WORK</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4008A</td>
<td>CONDUCT ON-SITE SUPERVISION OF THE BUILDING AND CONSTRUCTION PROJECT</td>
<td>40</td>
</tr>
<tr>
<td>BCGBC4009A</td>
<td>APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS</td>
<td>50</td>
</tr>
<tr>
<td>BCGBC4010A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS</td>
<td>160</td>
</tr>
<tr>
<td>BCGBC4011A</td>
<td>APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL LOW-RISE CONSTRUCTIONS</td>
<td>80</td>
</tr>
<tr>
<td>BCGBC4012A</td>
<td>READ AND INTERPRET PLANS AND SPECIFICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>BCGBC4013A</td>
<td>PREPARE AND EVALUATE TENDER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>BSBBSM407A</td>
<td>MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
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</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBBSM406A</td>
<td>MANAGE FINANCES</td>
<td>50</td>
</tr>
<tr>
<td>BCGBC4021A</td>
<td>MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE</td>
<td>20</td>
</tr>
<tr>
<td>BSBBSM404A</td>
<td>UNDERTAKE BUSINESS PLANNING</td>
<td>60</td>
</tr>
<tr>
<td>BSBBSM405A</td>
<td>MONITOR AND MANAGE BUSINESS OPERATIONS</td>
<td>50</td>
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<tr>
<td>BSBBSM402A</td>
<td>UNDERTAKE FINANCIAL PLANNING</td>
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</tbody>
</table>

Diploma of Building Surveying

Course Code: BCG50103

Campus: Newport

Scope of Delivery: Part Time, Full Time

Career Opportunities: Building surveying assistant, building inspector.

Course Objectives: This course provides students with building surveying skills and theory related to residential, industrial and commercial buildings.

The course provides training for building and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities take off estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 · Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration: To be advised.

Course Structure: The course is 2 years full time or part-time equivalent. This course is offered on a full-time or part-time basis.

Core Units of Study

BCGSV5001A  ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 100
BCGSV5002A  EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS 72
BCGSV5003A  PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS 90
BCGSV5004A  APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS 36
BCGSV5005A  APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS 36
BCGSV5006A  ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS 36
BCGSV5007A  UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS 72
BCGSV5008A  APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING 36
BCGSV5009A  ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS 36
BCGSV5010A  INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT 36
BCGSV5011A  APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS 36
BCGSV5012A  ASSESS TIMER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS 36
BCGSV5013A  APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS 36
BCGSV5014A  APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS 36
BCGSV5015A  ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS 72

Elective Unit of Study

BSBADM506A  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 60
BSBCMN406A  MAINTAIN BUSINESS TECHNOLOGY 40
CHCCOM3A  UTILISE SPECIALIST COMMUNICATION SKILLS 50
CHCCOM4A  DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES 75
ICAIITU128A  OPERATE A PERSONAL COMPUTER 30
ICAIITU129A  OPERATE A WORD PROCESSING APPLICATION 30
ICAIITU130A  OPERATE A SPREADSHEET APPLICATION 30
ICAIITU131A  OPERATE A DATABASE APPLICATION 30
ICAIITU133A  SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL 25

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

Course Code: BCG50206

Campus: Newport,

Scope of Delivery: Full Time

Career Opportunities: Quantity surveyor, manager, supervisor.

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.

Entry Requirements: Other To qualify for admission to the course, students must have successful completion of year 11 or equivalent and possession of sufficient literacy and numeracy skills as required by Industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry, Written Application, VTAC Students will need to submit a written application. There may also be an interview process in relation to selection.

Course Duration: To be advised.

Course Structure: The course may be offered on a full-time basis over 980 - 1610 hours. This course is offered on a full-time basis.

Students must complete the prescribed core and elective units from the BCG03 Training Package. This course consists of 6 core units and 6 elective units.

Core Units of Study

BCGBC5001A  APPLY BUILDING CODES AND STANDARDS TO THE CONSTRUCTION PROCESS FOR MEDIUM-RISE BUILDING PROJECTS 200
BCGBC5003A  SUPERVISE THE PLANNING OF ON-SITE MEDIUM-RISE BUILDING OR CONSTRUCTION WORK 200
BCGBC5008A  APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM-RISE BUILDINGS 300
BSBOSH504A  APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30
BSBPM505A  MANAGE PROJECT QUALITY 40
BSBPM508A  MANAGE PROJECT RISK 40

Elective Units of Study

BCGBC5006A  APPLY SITE SURVEYS AND SET OUT PROCEDURES TO MEDIUM-RISE BUILDING PROJECTS 110
BCGBC5007A  ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT 100
BCGBC5009A  IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM-RISE CONSTRUCTION PROJECTS 140
BCGBC5010A  MANAGE CONSTRUCTION WORK/PROJECTS 150
BCGBC5011A  MANAGE BUILDING OR CONSTRUCTION, ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES 150
BCGBC5012A  MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES 150
ADVANCED DIPLOMA OF BUILDING SURVEYING

Course Code: BCG60103

Campus: Newport,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Building surveying assistant.

Course Objectives: This course provides students with building and surveying theory related to residential, industrial and commercial building.

The course provides training for working with building theory and surveying related to residential, industrial and commercial buildings. Graduates will have developed specialist skills and knowledge in plan preparation, drafting quantities, take off estimating scheduling, construction technology OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practices.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Interview Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration: To be advised.

Course Structure: The course is 2.5 years full time basis or part-time equivalent. This course is offered on a full-time or part-time.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGS6001A</td>
<td>72</td>
<td>ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6002A</td>
<td>40</td>
<td>PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6003A</td>
<td>40</td>
<td>ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6004A</td>
<td>40</td>
<td>APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6005A</td>
<td>40</td>
<td>EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6006A</td>
<td>40</td>
<td>EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6007A</td>
<td>40</td>
<td>ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6008A</td>
<td>72</td>
<td>APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6009A</td>
<td>72</td>
<td>IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6010A</td>
<td>40</td>
<td>APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS</td>
</tr>
<tr>
<td>BCGS6011A</td>
<td>40</td>
<td>APPLY LEGAL PROCEDURES TO BUILDING SURVEYING</td>
</tr>
<tr>
<td>BCGS6012A</td>
<td>40</td>
<td>FACILITATE COMMUNITY DEVELOPMENT CONSULTATION</td>
</tr>
<tr>
<td>BCGS6013A</td>
<td>72</td>
<td>CO-ORDINATE ASSET REFURBISHMENT</td>
</tr>
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</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCGSV6014A</td>
<td>40</td>
<td>MANAGE AND PLAN LAND USE</td>
</tr>
<tr>
<td>BCGSV6015A</td>
<td>90</td>
<td>ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION</td>
</tr>
<tr>
<td>BCGSV6016A</td>
<td>90</td>
<td>APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS</td>
</tr>
</tbody>
</table>

CERTIFICATE II IN DRAINAGE

Course Code: BCP20103

Campus: Sunshine,

Scope of Delivery: Part Time

Career Opportunities: To become licenced plumbers.

Course Objectives: This course provides students with the knowledge to gain Registration and Licence from the Plumbing Commission and enables them to undertake the Certificate III in Plumbing.

All candidates will gain Registration and Licence from the Plumbing Commission. Students successfully completing this course will be able to undertake the Certificate III in Plumbing BCP30103.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: 2-3 years part-time. Part-time.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCP3001A</td>
<td>16</td>
<td>WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR</td>
</tr>
<tr>
<td>BCP3002A</td>
<td>16</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
</tr>
<tr>
<td>BCP3003A</td>
<td>40</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
</tr>
<tr>
<td>BCP3004A</td>
<td>8</td>
<td>READ PLANS AND CALCULATE PLUMBING QUANTITIES</td>
</tr>
<tr>
<td>BCP3005A</td>
<td>8</td>
<td>HANDLE AND STORE PLUMBING MATERIALS</td>
</tr>
<tr>
<td>BCP3006A</td>
<td>68</td>
<td>USE PLUMBING HAND AND POWER TOOLS</td>
</tr>
<tr>
<td>BCP3007A</td>
<td>6</td>
<td>CARRY OUT LevelLING</td>
</tr>
<tr>
<td>BCP3010A</td>
<td>32</td>
<td>MARK OUT MATERIALS</td>
</tr>
<tr>
<td>BCP3011A</td>
<td>8</td>
<td>APPLY FIRST AID IN THE WORKPLACE</td>
</tr>
<tr>
<td>BCP3012A</td>
<td>8</td>
<td>LOCATE AND CLEAR BLOCKAGES</td>
</tr>
</tbody>
</table>
Students must achieve a minimum of four of the following plumbing streams:

- **Plumbing Stream 1 - Water (Mandatory)**
  - Stream 1 - Water
  - 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.

**Training Package - Nominal hours:** 862-1376 4 years part-time.

**Certificate III in Plumbing**
- **Course Code:** BCP30103
- **Campus:** Sunshine, Campus.
- **Scope of Delivery:** Part Time

**Career Opportunities:** Licensed plumbers.

**Course Objectives:** All apprentices will gain Registration and Licence levels with the Plumbing Commission.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Pre-requisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** User Choice (Apprenticeships), Employer Choice

**Course Duration:** To be advised.

**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:

**Certificate IV in Plumbing and Services**
- **Course Code:** BCP40106
- **Campus:** Industry, Sunshine,
- **Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Participation in this course prepares plumbers for the external Plumbing Industry Commission licensing exams.

**Course Objectives:** The aim of the qualification is to train plumbers who wish to operate as self employed licensed plumber. It also provides a National qualification. In addition the course addresses Victorian licensing requirements.

**Entry Requirements:** Other Applicants need to be a registered plumber or working within the industry

**Selection Criteria:** User Choice (Apprenticeships), Written Test, Employer Choice - A written test to determine study capacity to undertake this course successfully.

- Certificate III in Plumbing Services

**Course Duration:** 2 years

**Course Structure:** Students must successfully complete 12 core units and 3 elective units of the Plumbing services - operations stream as specified in the BCP03 training package.
Core Units of Study
BCBC4012A  READ AND INTERPRET PLANS AND SPECIFICATIONS  30
BCPCM4001A  CARRY OUT WORK BASED RISK CONTROL PROCESSES  24
BCPCM4002A  ESTIMATE AND COST WORK  40
BSBOH5412A  IDENTIFY HAZARDS AND ASSESS OHS RISKS  60
BCPDR4001A  PLAN, SIZE AND LAYOUT SANITARY DRAINAGE SYSTEMS  40
BCPDR4002A  PLAN, SIZE AND LAYOUT STORMWATER DRAINAGE SYSTEMS  40
BCPDR4003A  PLAN, SIZE AND LAYOUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS  16
BCPS4001A  PLAN, SIZE AND LAYOUT CONSUMER GAS INSTALLATIONS  40
BCPRF4001A  PLAN, SIZE AND LAYOUT ROOF DRAINAGE SYSTEMS  60
BCPSN4001A  PLAN, SIZE AND LAYOUT SANITARY PIPEWORK AND FIXTURES  40
BCPW4001A  PLAN, SIZE AND LAYOUT HOT AND COLD WATER SERVICES/ SYSTEMS  80
BSB08401A  ESTABLISH BUSINESS AND LEGAL REQUIREMENTS  50

Elective Units of Study
BCPW4002A  COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES  20
BCPW4003A  COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES  20
BSBCMN310A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
BCPCMN4003A  PRODUCE 2-D ARCHITECTURAL DRAWINGS USING  40
BCPS4002A  SERVICE TYPE A GAS APPLIANCES  160
BCPW4002A  COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES  20
BCPS4003A  INSTALL, COMMISSION AND SERVICE TYPE B GAS  138

CERTIFICATE III IN FURNITURE MAKING
Course Code: LMF30302

Campus: Newport,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Furniture Making
Course Objectives: This course provides students with the skills and knowledge to specialise in furniture making.
The course provides the knowledge and skills required for those wishing to specialise in furniture making.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration: To be advised.
Course Structure: This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study
LMFCR0001A  FOLLOW SAFE WORKING POLICIES AND PRACTICES  40
LMFCR0002A  COMMUNICATE IN THE WORKPLACE  20
LMFCR0003A  CARRY OUT MEASUREMENTS AND CALCULATIONS  20
LMFCR0004A  WORK EFFECTIVELY WITH OTHERS  15
LMFF2004A  PREPARE SURFACES FOR FINISHING  24
LMFM2001A  USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS  40
LMFM2002A  ASSEMBLE FURNITURE COMPONENTS  20
LMFM2006A  HAND MAKE TIMBER JOINTS  40
LMFM2010A  SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES  56
LMFM2011A  APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES  16
LMFNN3001A  READ AND INTERPRET WORK DOCUMENTS  24
LMFGN3002A  ESTIMATE AND COST JOB  16
TDTD397C  HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES  40

SPECIALIST UNITS OF STUDY
A minimum of seven elective units, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

ELECTIVE UNITS OF STUDY
A minimum of six elective units, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

CERTIFICATE III IN FURNITURE MAKING (CABINET MAKING)
Course Code: LMF30402

Campus: Newport,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Cabinet Making
Course Objectives: The course provides the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on cabinet making. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice Entry
Certification III in Furniture Making (Wood Machining)

Course Code: LMF30502

Campus: Newport,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Wood Machinists
Course Objectives: This course provides students with the skills and knowledge to specialise in furniture making with a focus on wood machining.

The course aims to provide the knowledge and skills for those wishing to specialise in furniture making with a particular emphasis on wood machining.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration: To be advised.

Course Structure: This course is 3 years part-time. Full-time or part-time delivery.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMFCSR0001A</td>
<td>FOLLOW SAFE WORKING POLICIES AND PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>LMFCSR0002A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>LMFCSR0003A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>LMFCSR0004A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>LMFFF2004A</td>
<td>PREPARE SURFACES FOR FINISHING</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM2001A</td>
<td>USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2002A</td>
<td>ASSEMBLE FURNISHING COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>LMFFM2003A</td>
<td>SELECT AND APPLY HARDWARE</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM2004A</td>
<td>APPLY SHEET LAMINATES BY HAND</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2005A</td>
<td>JOIN SOLID TIMBER</td>
<td>8</td>
</tr>
<tr>
<td>LMFFM2006A</td>
<td>HAND MAKE TIMBER JOINTS</td>
<td>40</td>
</tr>
<tr>
<td>LMFFM2010A</td>
<td>SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES</td>
<td>56</td>
</tr>
<tr>
<td>LMFFM2011A</td>
<td>APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES</td>
<td>16</td>
</tr>
<tr>
<td>LMFFM3002A</td>
<td>CONSTRUCT FURNITURE USING LEG AND RAIL METHOD</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3003A</td>
<td>PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD</td>
<td>64</td>
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OR

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<td>PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER</td>
<td>64</td>
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<tr>
<td>LMFFM3005A</td>
<td>FABRICATE CUSTOM FURNITURE</td>
<td>64</td>
</tr>
<tr>
<td>LMFFM3006A</td>
<td>INSTALL FURNISHING PRODUCTS</td>
<td>24</td>
</tr>
<tr>
<td>LMFFM3011A</td>
<td>PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS</td>
<td>60</td>
</tr>
<tr>
<td>LMFFM3012A</td>
<td>PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATION</td>
<td>16</td>
</tr>
<tr>
<td>LMFGN3001A</td>
<td>READ AND INTERPRET WORK DOCUMENTS</td>
<td>24</td>
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<td>ESTIMATE AND COST JOB</td>
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<tr>
<td>TDTD397C</td>
<td>HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES</td>
<td>40</td>
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</tbody>
</table>

Elective Units of Study

A minimum of six elective units of study, selected by the student with the approval of the Head of Department, from the list of relevant units as detailed in the Furnishing Training Package LMF02 v.1 Australian National Training Authority 2002.

Elective Units of Study

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</table>
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

**CERTIFICATE II IN ENGINEERING**

**Course Code:** MEM20105B  
**Campus:** Footscray Nicholson, Newport, Melton,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Objectives:** The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.  
**Selection Criteria:** Direct Entry, VTAC  
**Course Duration:** To be advised.  
**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 - PRODUCTION**  
**[BOATBUILDING PRE-APPRENTICESHIP]**  
**Course Code:** MEM20198  
**Campus:** Newport,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Construction, repair and maintenance of vessels.  
**Course Objectives:** (For continuing students only)  
The course is appropriate for a person intending to work as a tradesperson in boat and small marine craft (usually up to 16 metres) construction, repair and maintenance. Based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) with the aim of meeting the training and skills recognition needs of the manufacturing and engineering industry in Australia.  
**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record**. Middle-band consideration is given to performance in the full range of VCE studies undertaken.** Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.  
**Selection Criteria:** Direct Entry Selection is by interview. There are no formal educational pre-requisites for entry to the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.  
**Course Duration:** To be advised.  
**Course Structure:** The course is offered on a full-time basis over a minimum of 400 nominal hours (or part-time equivalent).  
The course consists of a range of competencies selected by the student in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant competencies in -  
-Metal & Engineering Training Package Policy Document (published November 1998);  
Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course.  
Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

**CERTIFICATE II IN ENGINEERING - PRODUCTION**  
**Course Code:** MEM20198B  
**Campus:** Newport,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Construction, repair and maintenance of vessels.  
**Course Objectives:** The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.  
**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record**. Middle-band consideration is given to performance in the full range of VCE studies undertaken.** Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.  
**Selection Criteria:** Direct Entry Selection is by interview. There are no formal educational pre-requisites for entry to the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.  
**Course Duration:** To be advised.  
**Course Structure:** The course is offered on a full-time basis over a minimum of 400 nominal hours (or part-time equivalent).  
The course consists of a range of competencies selected by the student in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant competencies in -  
-Metal & Engineering Training Package Policy Document (published November 1998);  
Contact the department on (03) 9919 8422 or (03) 9919 8403 for further details on this course.  
Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.
Qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry Selection is by interview. There are no formal educational pre-requisites for entry to the course. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or through work and/or life experience.

**Course Structure:** To be advised.

**Course Structure:** The course is offered on a full-time basis over a minimum of 400 nominal hours (or part-time equivalent).

**CERTIFICATE II IN ENGINEERING - PRODUCTION TECHNOLOGY**

**Course Code:** MEM20205B

**Campus:** Newport, Sunshine,

**Scope of Delivery:** Part Time, Full Time

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

**Course Objectives:** The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*.

- **Year 12 Prerequisites:** Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry, VTAC

**Course Duration:** To be advised.

**Course Structure:** 20 weeks Full-time

**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
- **MEM16017A** 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**

- **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

- **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

**CERTIFICATE II IN BOATING SERVICES**

**Course Code:** MEM20305

**Campus:** Newport,

**Scope of Delivery:** Full Time

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

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

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*.

- **Year 12 Prerequisites:** Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry, Employer Choice

**Course Duration:** To be advised.

**Course Structure:** Full time for 10 weeks. Full-time.

**Core Units of Study**

- **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
- **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

A minimum of six units of study from the following:
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: MEM30603

Campus: Werribee, City Flinders, Sunbury, Re-enrolling Students only

Scope of Delivery: Part Time, Full Time

Career Opportunities: Marine Craft Construction

Course Objectives: Appropriate for a person working as a tradesperson in boat and small marine craft construction, repair and maintenance.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalent, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: The course may be offered on a full-time basis over a minimum of 960 nominal hours or part-time equivalent. Full-time or part-time

Core Units of Study
MEM1.1FA  UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION  20

MEM1.2FA  APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT  20
MEM1.3FA  APPLY QUALITY PROCEDURES  20
MEM1.4FA  PLAN TO UNDERTAKE A ROUTINE TASK  20
MEM2.1C12A  APPLY QUALITY SYSTEMS  20
MEM2.2C11A  ORGANISE AND ANALYSE INFORMATION  20
MEM2.3C11A  APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT  40
MEM2.4C11A  APPLY QUALITY PROCEDURES  20
MEM2.5C11A  PLAN TO UNDERTAKE A ROUTINE TASK  20
MEM2.6C10A  APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT  20
MEM2.7C10A  APPLY QUALITY PROCEDURES  20
MEM2.8C10A  PLAN TO UNDERTAKE A ROUTINE TASK  20
MEM2.9C10A  APPLY QUALITY PROCEDURES  20

Elective Units of Study
Units together totalling 760 hours from the following:
MEM4.18AB  GENERAL WOODWORKING MACHINE OPERATIONS  40
MEM8.14AA  APPLY PROTECTIVE COATINGS (BASIC)  40
MEM9.21AA  INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES  40
MEM12.7AA  MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES  40
MEM25.2AA  FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES  40
MEM25.3AA  SET UP MARINE STRUCTURES  40
MEM25.4AA  MAINTAIN MARINE SURFACES  40
MEM25.5AA  FORM TIMBER USING HOT PROCESSES  20
MEM25.6AA  REPAIR MARINE SURFACES AND STRUCTURES  40
MEM25.7AA  PERFORM FITOUT PROCEDURES  40
MEM25.8AA  PRODUCE 3-DIMENSIONAL PLUGS/MOULDS  120
MEM25.9AA  PERFORM MARINE SLIPPING OPERATIONS  20
MEM50.3AA  FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT  10
MEM50.4AA  MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES  20
MEM9.1AA  DRAW AND INTERPRET SKETCH  40
MEM9.2AA  INTERPRET TECHNICAL DRAWING  40
MEM18.1AB  USE HAND TOOLS  40
MEM18.2AA  USE HAND TOOLS/HAND HELD OPERATIONS  20
MEM13.3AA  WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS  20

Equivalent units from the Metal and Engineering Training Package (MEM98), with the approval of the Head of Department, having regard to the relevant units detailed in the Metal and Engineering Training Package V4, ANTA, 2003.
CERTIFICATE III IN MARINE CRAFT CONSTRUCTION
Course Code: MEN30705
Campus: Newport,
Scope of Delivery: Part Time
Career Opportunities: Construction, repair and maintenance of vessels.
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.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice Selection is conducted by the employer.
Course Duration: To be advised.
Course Structure: 3 years Part-Time Weekly 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
Elective Units of Study
Select Specialisation units from the list in the Metal and Engineering Training Package, Version 1, dated January 2006 to the value of at least 40 points, including any prerequisites.

DIPLOMA OF BUILDING
Course Code: SA3475
Campus: Newport,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Builder, building works supervisor, estimator, contract administrator.
Course Objectives: This course provides students with building theory and practice related to residential, industrial and commercial buildings. It offers specialist skills in areas such as quantity surveying, planning and scheduling, and contract administration.
This course provides students with building theory and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice Selection is conducted by the employer.
Course Duration: To be advised.
Course Structure: 2 years full-time or part-time equivalent. Full-time/part-time.
Year 1 Units of Study
Unit of Study Code Hours
ABC001 CONSTRUCTION 1 54
ABC002 CONSTRUCTION 2 54
ABC005 MATERIALS 1 36
ABC061 BUILDERS WORKING DRAWINGS 1A 36
ABC062 BUILDERS WORKING DRAWINGS 1B 36
ABC064 BUILDING COMPUTING APPLICATIONS 1 36
ABC069 COST CONTROL AND PLANNING 1 36
ABC076 BUILDING QUANTITIES AND ESTIMATING 1 54
ABC077 BUILDING QUANTITIES AND ESTIMATING 2 36
ABC082 BUILDING SITE SUPERVISION 36
ABC083 BUILDING SITE SURVEYING AND SET OUT 1 54
ABC086 STRUCTURES 1 36
ABC088 BUILDING TECHNOLOGY 1 36
ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1 36
ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2 36
ABC102 RESIDENTIAL SITE SAFETY 36
ABC105 TIMBER FRAME DESIGN 36
ABC115 BUILDING STUDIO 1 50
ABC116 BUILDING STUDIO 2 50
ABC117 BUILDING STUDIO 3 50
Exit Level for Certificate IV in Building SA3477.
Students who have successfully passed Year 1, Certificate IV in Building SA3477 may continue on their study in Year 2 for the Diploma of Building.

Year 2 Units of Study

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<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Code Hours</th>
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<tbody>
<tr>
<td>ABC003</td>
<td>CONSTRUCTION 3 36</td>
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<tr>
<td>ABC004</td>
<td>CONSTRUCTION 4 36</td>
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<tr>
<td>ABC006</td>
<td>MATERIALS 2 36</td>
</tr>
<tr>
<td>ABC007</td>
<td>SERVICES 1 36</td>
</tr>
<tr>
<td>ABC059</td>
<td>BUILDING QUALITY CONCEPTS 1 36</td>
</tr>
<tr>
<td>ABC063</td>
<td>BUILDERS WORKING DRAWINGS 2 36</td>
</tr>
<tr>
<td>ABC067</td>
<td>BUILDING CONTRACT LAW 1 36</td>
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<tr>
<td>ABC070</td>
<td>COST CONTROL AND PLANNING 2 36</td>
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<tr>
<td>ABC074</td>
<td>BUILDING DRAFTING EXPERIENCE 2 36</td>
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<td>ABC078</td>
<td>BUILDING QUANTITIES AND ESTIMATING 3 36</td>
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<td>ABC079</td>
<td>BUILDING QUANTITIES AND ESTIMATING 4 54</td>
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<tr>
<td>ABC084</td>
<td>BUILDING SITE SURVEYING AND SET OUT 2 36</td>
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<tr>
<td>ABC085</td>
<td>BUILDING STAFF MANAGEMENT 36</td>
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<tr>
<td>ABC087</td>
<td>STRUCTURES 2 36</td>
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<td>ABC089</td>
<td>BUILDING TECHNOLOGY 2 36</td>
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<tr>
<td>ABC095</td>
<td>CONSTRUCTION PLANNING 1 36</td>
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<td>ABC096</td>
<td>CONSTRUCTION SAFETY 36</td>
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<tr>
<td>ABC107</td>
<td>BUILDING COMPUTER APPLICATIONS 2 36</td>
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<td>ABC128</td>
<td>BUILDING STUDIO 4 50</td>
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<td>ABC129</td>
<td>BUILDING STUDIO 5 50</td>
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CERTIFICATE IV IN BUILDING

Course Code: SA3477

Campus: Newport,

Scope of Delivery: Part Time, Full Time

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

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language:

International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration: To be advised.

Course Structure: 1 year full-time or part-time equivalent. Full-time/part-time.
Elective Units of Study

Select 1 unit with approval from Head of Department from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
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</thead>
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<tr>
<td>ABC086</td>
<td>STRUCTURES 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC120</td>
<td>APPLIED MATHEMATICS FOR BUILDING</td>
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</tr>
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</table>

Students who have successfully passed Year 1, Certificate IV in Building SA3477 may continue on their study in Year 2 for the Diploma of Building.
SUBJECTS
Below are subject details for courses offered by the School of Construction Industries in 2010. 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.

023/04 ADDRESS CUSTOMER REQUIREMENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.
Unit 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.

ABC001 CONSTRUCTION 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Construction principles, standards and services commonly used in single storey residential scale buildings.
Unit Hours: 54
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC002 CONSTRUCTION 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1.
Content: Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.
Unit Hours: 54
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC003 CONSTRUCTION 3
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.
Unit 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.

ABC004 CONSTRUCTION 4
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.
Unit 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.

ABC005 MATERIALS 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.
Unit 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.

ABC006 MATERIALS 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC005 Materials 1.
Content: Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.
Unit 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.

ABC007 SERVICES 1
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1, ABC002 Construction 2.
Content: Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.
Unit 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.
ABC059 BUILDING QUALITY CONCEPTS 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.
Unit 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.

ABC061 BUILDERS WORKING DRAWINGS 1A
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Read and interpret plans and specifications and undertake basic architectural drafting.
Unit 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.

ABC062 BUILDERS WORKING DRAWINGS 1B
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1.
Content: Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.
Unit 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.

ABC063 BUILDERS WORKING DRAWINGS 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.
Content: Sketching for commercial buildings up to an effective height of 25m.
Unit 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.

ABC064 BUILDING COMPUTING APPLICATIONS 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.
Unit 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.

ABC067 BUILDING CONTRACT LAW 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Provides the student with the knowledge to administer a medium size building contract with due care.
Unit 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.

ABC069 COST CONTROL AND PLANNING 1
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.
Content: Basic principles and introduction to planning, scheduling, and cost control for residential construction.
Unit 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.

ABC070 COST CONTROL AND PLANNING 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC002 Construction 2, ABC076 Building Quantities.
Content: Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.
Unit 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.

ABC073 BUILDING PRACTICAL EXPERIENCE 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course. Please also refer to the Assessment Criteria at the end of the Module.
Unit Hours: 200
Required Reading: -
ABC074 BUILDING DRAFTING EXPERIENCE 2
Locations: Newport, Sunshine,
Prerequisite(s): Registered student. Building Practical Experience 1
Content: To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably spread over the duration of their course.
Unit Hours: 600
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC076 BUILDING QUANTITIES AND ESTIMATING 1
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1.
Content: Procedures and skills necessary to take-off the material required to construct low rise residential projects.
Unit Hours: 54
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC077 BUILDING QUANTITIES AND ESTIMATING 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC076 Building quantities and estimating 1.
Content: Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.
Unit 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.

ABC078 BUILDING QUANTITIES AND ESTIMATING 3
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This module will provide the learner with the procedures and skills to take-off the nett quantities used in commercial buildings up to an effective height of 25m and industrial buildings.
Unit 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.

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

ABC082 BUILDING SITE SUPERVISION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Knowledge of supervision techniques as they apply to building sites.
Unit 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.

ABC083 BUILDING SITE SURVEYING AND SET OUT 1
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.
Unit Hours: 54
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ABC084 BUILDING SITE SURVEYING AND SET OUT 2
Locations: Newport, Sunshine,
Prerequisite(s): Building Site Surveying and Set Out 1
Content: Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.
Unit 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.
**ABC085 BUILDING STAFF MANAGEMENT**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** ABC091/ABC092 Business Management for Builders 1 & 2.

**Content:** Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.

**Unit 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.

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**ABC086 STRUCTURES 1**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** To recognise potentially dangerous situations during the design and construction of domestic scale buildings; To communicate effectively with structural engineers; To proceed with more advanced studies of structure.

**Unit 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.

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**ABC087 STRUCTURES 2**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** ABC086 Structures 1.

**Content:** Knowledge of structural principles as they apply in the building process in order to communicate effectively with building design professionals; Develop sound and safe practices in relation to structural procedures on site.

**Unit 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.

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**ABC088 BUILDING TECHNOLOGY 1**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder’s Working Drawings 1.

**Content:** Resolve construction problems for single storey and low rise residential buildings.

**Unit 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.

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**ABC089 BUILDING TECHNOLOGY 2**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** ABC088 Building Technology 1.

**Content:** Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.

**Unit 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.

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**ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Staff and contractual management for small to medium sized projects.

**Unit 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.

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**ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.

**Unit 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.

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**ABC095 CONSTRUCTION PLANNING 1**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Provides the participant with the knowledge of the tasks and responsibilities required to manage a medium size building project.

**Unit 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.

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**ABC096 CONSTRUCTION SAFETY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Apply safety principles on medium rise and wide span building sites.

**Unit 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.

ABC102 RESIDENTIAL SITE SAFETY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Provides the participants with the knowledge to apply safety.
Unit 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.

ABC105 TIMBER FRAME DESIGN
Locations: Newport, Sunshine,
Prerequisite(s): ABC001 Construction 1.
Content: Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.
Unit 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.

ABC107 BUILDING COMPUTER APPLICATIONS 2
Locations: Newport, Sunshine,
Prerequisite(s): ABC064 Building Computer Applications 1.
Content: Range of computing software applications that will complement skills gained in modules.
Unit 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.

ABC115 BUILDING STUDIO 1
Locations: Newport, Sunshine,
Prerequisite(s): Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content: To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student’s practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Unit 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.

ABC116 BUILDING STUDIO 2
Locations: Newport, Sunshine,
Prerequisite(s): Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content: To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student’s practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Unit 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.

ABC117 BUILDING STUDIO 3
Locations: Newport, Sunshine,
Prerequisite(s): Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content: To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student’s practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Unit 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.

ABC120 APPLIED MATHEMATICS FOR BUILDING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to apply mathematics for building.
Unit 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.

ABC128 BUILDING STUDIO 4
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Building studio.
Unit 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.

ABC129 BUILDING STUDIO 5
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Building studio.
Unit 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.

ABC501 INTRODUCTION TO FURNISHING INDUSTRY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To develop knowledge of historical, recent and emerging trends in the furnishing industry.
Unit 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.

ABC999 INDUSTRY PLACEMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Industry Placement
Unit Hours: 114
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCF2001A USE STATIC MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Unit 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,
Prerequisite(s): BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans
Content: Developing the design of internal/external signs to client’s requirements, using data from client’s drawings and information
Unit 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,
Prerequisite(s): BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools
Content: This unit applies to identifying and matching colours against a specified sample.
Unit 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.

BCF2009A CARRY OUT LOAD SLINGING OF OFF-SITE MATERIALS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Move, locate and secure load; Clean.
Unit 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.

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.
Unit 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,
Prerequisite(s): To be advised.
Content: Identify computer operation and application uses in the workplace: Use system and provide data entry; verify/confirm data input
Unit 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.

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.
Unit 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.

BCF2013A ASSEMBLE COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.
Unit 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.

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.
Unit 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.

BCF2015A USE ALUMINIUM SECTIONS FOR FABRICATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Plan and prepare work; Identify extruded aluminium sections; Identify methods of joining sections; Use sections to construct frames; Clean up.
Unit 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.

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.
Unit 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.

BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.
Unit 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.
BCF3000A MAINTAIN STATIC MACHINERY

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 12

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3001A SETUP STATIC MACHINERY

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.

Unit Hours: 12

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3002A USE COMPUTER CONTROLLED MACHINERY

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit Hours: 40

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3003A IDENTIFY STAIR CONSTRUCTION AND THE FACTORS GOVERNING STAIR DESIGN

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit Hours: 8

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3004A SET OUT STAIRS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit Hours: 8

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3005A MANUFACTURE STAIR COMPONENTS - STRAIGHT FLIGHTED STAIRS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the following: Plan and prepare work; Prepare strings for assembly; Prepare newels for assembly; Cut treads, risers and wedges to length; prepare balustrade components; Prepare landing structural components; Finish surfaces and pre-assemble stair; Clean up

Unit Hours: 24

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.

BCF3006A ASSEMBLE AND INSTALL STAIRS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit applies to the assembling of prepared components to assemble and install a timber stair to location.

Unit Hours: 24

Required Reading: -

Assessment: One or more of the following: written assignment, written text, 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.
BCF3007A MANUFACTURE AND INSTALL CONTINUOUS HAND-RAILING AND SPECIAL STAIR COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit applies to the preparing, joining and installing of continuous hand railing and special stair components. Special stair components include wreaths, scrolls, bullnosed steps and decorative features.
Unit 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. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.
Unit 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.

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Set up machine; Machine components; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.
Unit 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.

BCF3012A SETTING OUT CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Develop width set out; Develop height set out; Develop depth set out; Mark out material for components; Clean up.
Unit 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.

BCF3013A ASSEMBLE CABINETS, SHOWCASES, WALL UNITS, COUNTERS AND WORK STATIONS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Carry out manufacturing processes to components; Assemble carcass; Assemble and fit bench tops; Assemble and install drawers; Fit doors and drawer fronts; Clean up.
Unit 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.

BCF3014A PREPARE ALUMINIUM FOR ASSEMBLY

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Cutting extrusion; Prepare extrusions for assembly; Clean up.
Unit 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.

BCF3015A ASSEMBLE ALUMINIUM FRAMEWORK

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work, Assemble components; Clean up.
Unit 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.

BCF3016A SET OUT SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare; Undertake site measurements; Clean up.
Unit 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.

BCF3017A FABRICATE SHOPFRONTS, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENT FITTINGS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Assemble components of framework; Pre-fit component fittings; Prepare for packaging; Clean up.
Unit 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.

BCF3018A ASSEMBLE/INSTALL SHOPFRONT, COMMERCIAL ENTRIES, BULKHEADS AND COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Plan and prepare work; Establish datum and plumb lines; Prepare opening; Assemble shopfront; Fit bulkhead; Install assembly; Clean up.
Unit 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.

BCF3022A APPLY GILDING TO SIGNS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.
Unit 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.

BCF3023A APPLY FINISHES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Identify various types of finishing applications; Plan and prepare for finish application; Apply stain to a surface/veneered surface; Apply lacquers to a surface; Apply paint/sealer to a surface; Apply powder to a surface for baked finish; Clean up.
Unit 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.

BCF3024A INSTALL INTERNAL LINING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Unit 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.

BCF3037A SET OUT AND LEVEL
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up alignment to given co-ordinates; Set up vertical levels; Clean up.
Unit 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.

BCF3038A APPLY AND TRIM DECORATIVE FINISHES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Unit 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.

BCF3039A MANUFACTURE STAIR COMPONENTS - CURVED AND GEOMETRIC STAIRS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit applies to the manufacturing processes to prepare and manufacture components for the assembly of curved and geometric stairs.
Unit 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. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCF3041A CUT AND INSTALL GLASS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Unit 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.

BCF3042A MARK OFF/OUT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.
Unit 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.

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.
Unit 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.

BCF3049A MANUFACTURE ALUMINIUM GRILLS AND LOUVRES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit applies to the manufacturing processes in fabricating aluminium material and assembling of components to produce grills and louvres cooling towers, air conditioning and air ventilation system operations.
Unit 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.

BCF3052A SIGN WRITE TO SIMPLE FORMS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Unit 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

Locations: To be advised,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.
Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Layout sign; Weed out vinyl; Apply transfer tape; Apply vinyl; Clean up finished sign.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Start up and operate computer; Maintain equipment; Identify and solve operating problems; Clean up.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Start up and operate computer; Identify and solve operating problems; Maintain equipment; Clean up.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare work; Apply materials to layout; Present work to client; Clean up.

Unit 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.

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT

Locations: To be advised.

Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content: Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.

Unit 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)

Locations: To be advised.

Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.

Content: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.

Unit 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)

Locations: To be advised.,
Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Unit 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)

Locations: To be advised.,
Prerequisite(s): To be advised.
Content: This unit consists of: Plan for demolition process; Prepare materials for demolition process; Prepare work area for demolition process; Use tools and equipment for construction processes; Set up plant and equipment for initial demolition processes; Clean up
Unit 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 a the completion of each process.

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)

Locations: To be advised.,
Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.
Unit 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.

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Locations: To be advised.,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content: Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Unit 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,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content: Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Unit 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.

BCG2002A OXY/LPG ACETYLENE CUTTING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Set up; Cut material; Shut down; Clean up.
Unit 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.

BCG2003A CARRY OUT GENERAL DEMOLITION

Locations: To be advised.,
Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content: Plan and prepare work; Demolish building/structure; Clean up.
Unit 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.
BCG2004A CARRY OUT LEVELLING

Locations: Newport, Sunshine,

Prerequisite(s): BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.

Content: Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.

Unit 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,

Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.

Content: Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.

Unit 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.

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)

Locations: Newport, Sunshine,

Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.

Content: Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.

Unit 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.

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Locations: Newport, Sunshine,

Prerequisite(s): BCG1005A Use hand and power tools.

Content: Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.

Unit 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,

Prerequisite(s): BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.

Content: Plan and prepare for set-out; Make set-out for unit; Store set-out.

Unit 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,

Prerequisite(s): BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Content: Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.

Unit 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,

Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use simple levelling devices, BCG2004A Carry out levelling.

Content: Plan and prepare work; Install timber or aluminium window frame; Clean up.

Unit 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.

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

Locations: Newport, Sunshine,

Prerequisite(s): BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.

Content: Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Unit 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,
Prerequisite(s): BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content: Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Unit 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,
Prerequisite(s): BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timball framing.
Content: Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Unit 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,
Content: Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Unit 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.
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,
Prerequisite(s): BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content: Plan and prepare work; Prepare floor joiats for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Unit 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,
Prerequisite(s): BCG1003A Read and interpret plans, 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), BCG2004A Carry out levelling.
Content: Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Unit 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

Locations: To be advised,
Prerequisite(s): BCG1003A Read and interpret plans, 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), BCG2004A Carry out levelling.
Content: Plan and prepare work; Select and prepare materials for installing fitments; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Unit 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

Locations: To be advised,
Prerequisite(s): BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content: Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix hand railing and balustrade; Finish stairs; Clean up.
Unit 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.
BCG3029A FIX TIMBER MOULDINGS

Locations: Newport, Sunshine,
Prerequisite(s): BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).

Content: Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.

Unit 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.

BCG3030A REPLACE GLASS

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.

Content: Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.

Unit 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.

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.

Content: Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.

Unit Hours: 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCG3032A FIX TIMBER RAKING MOULDS

Locations: Newport, Sunshine,
Prerequisite(s): BCG3028A Fix linings and paneling, BCG3029A Fix timber mouldings.

Content: Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.

Unit 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.

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

Locations: Newport, Sunshine,
Prerequisite(s): BCG3010A Install windows to wall framing.

Content: Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up.

Unit 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.

BCG3034A ERECT/DISMANTLE FORMWORK

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG2001A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2005A Erect and strip formwork for concrete work.

Content: Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.

Unit 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.

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG2001A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3034A Erect/dismantle jump formwork.

Content: Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.

Unit 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.

BCG3044A APPLY DECORATIVE FINISHES

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3097A Match specified point colour, BCG3098A Apply clearber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.

Content: Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce glibed finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.
BCG3045A APPLY PAINT BY SPRAY

Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
Unit 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.

BCG3046A APPLY TEXTURE COATINGS

Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.
Content: Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
Unit 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.

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

Locations: Newport, Sunshine,
Prerequisite(s): BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content: Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Unit 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.

BCG3048A INSTALL GLASS BLOCKWORK

Locations: Newport, Sunshine,
Content: Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to construct battered masonry surfaces.
Unit 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,
Prerequisite(s): BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3108A Carry out brick construction.
Content: Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and fireplace; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.
Unit 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.

BCG3071A ASSEMBLE FABRICATED COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Plan and prepare work; Identify assembly method and construct jogs if required; Check all components to be assembled are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components; Clean up.
Unit 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.
BCG3084A INSTALL FRAMED CEILING (SHEET AND BOARDS)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the following: Prepare for installation; Erect scaffolding; Set out; Install supporting framework; Fix sheets; Fix boards to ceiling framework; Clean up.
Unit 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. This unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

BCG3092A APPLY SOLID RENDER
Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare sues, BCG2004A Carry out levelling.
Content: Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.
Unit 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.

BCG3096A APPLY PAINT BY BRUSH/ROLLER
Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Unit 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 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.

BCG3097A MATCH SPECIFIED PAINT COLOUR
Locations: Newport, Sunshine,
Prerequisite(s): BCG1005A Use hand and power tools.
Content: Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Unit Hours: 40
Required Reading: -

BCG3098A APPLY CLEAR TIMBER FINISH
Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Unit 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.

BCG3099A MATCH SPECIFIED TIMBER COLOUR
Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment.

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING
Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment.
Content: Select and prepare materials and equipment; Erect work platform; Prepare new or un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.
Unit 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.

BCG3101A APPLY WALLPAPER
Locations: Newport, Sunshine,
Prerequisite(s): BCG1008A Use simple levelling devices, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content: Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.
Unit 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.

BCG3102A APPLY INDUSTRIAL PROTECTIVE COATINGS
Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surf for painting and decorating.
Content: Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Unit Hours: 34
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCG3104A INSTALL CURTAIN WALLING**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Plan and prepare work; Install curtain walling; Caulk seal curtain walling; Clean up.
Unit 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.

**BCG3107A CARRY OUT VENEER CONSTRUCTION**

Locations: Newport, Sunshine,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, B11A Carry out basic setting out, BCG3108A Carry out solid brick construction.
Content: Plan and prepare work; Install curtain walling; Caulk seal curtain walling; Clean up.
Unit 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,
Prerequisite(s): BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out brickwork; Construct base brickwork; Construct veneer walls; Rake/rule joints; Clean up.
Unit 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.

**BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS**

Locations: Newport, Sunshine,
Prerequisite(s): BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, B11A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).
Content: Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.
Unit 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,
Prerequisite(s): 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.
Content: Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.
Unit 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,
Prerequisite(s): BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3108A Carry out solid brick construction.
Content: Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.
Unit 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,
Prerequisite(s): BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and a), BCG3111A Lay multi-thickness walls and piers.
Content: Plan and prepare work; Set out first course; Construct wall to arch level; Construct isolated arch; Clean up.
Unit 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,
Prerequisite(s): BCG2084A Carry out levelling, BCG3011A Carry out basic setting out, BCG3110A Lay bricks and blocks (wall and cornet), BCG3108A Carry out solid brick construction.
Content: Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.
Unit 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,
Prerequisite(s): BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1010A Carry out concrete to simple forms, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content: Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.
Unit 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,
Prerequisite(s): BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concrete to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.
Content: Define soil type and determine paving material; Prepare to lay paving; Construct paving; Place reinforcement and concrete; Install bond beam; Clean up.
Unit 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,
Prerequisite(s): BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition es, BCG2001A Prepare surfaces.

Content: Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Unit 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.
BCGBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

BCGBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

BCGBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

BCGBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

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

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

**Unit 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 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.

**BCGBC4007A PLAN BUILDING OR CONSTRUCTION WORK**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 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.

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

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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 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

**BCGBC4009A APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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. 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.

**BCGBC4010A APPLY STRUCTURAL PRINCIPLES TO RESIDENTIAL LOW-RISE CONSTRUCTIONS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit Hours:** 160

**Required Reading:**

**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 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.
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.

**BCGBC4011A APPLY STRUCTURAL PRINCIPLES TO COMMERCIAL
LOW-RISE CONSTRUCTIONS**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

**BCGBC4012A READ AND INTERPRET PLANS AND SPECIFICATIONS**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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. 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.

**BCGBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

**BCGBC4014A PREPARE SIMPLE BUILDING SKETCHES AND
DRAWINGS**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

**BCGBC4015A PREPARE SPECIFICATIONS FOR ALL CONSTRUCTION
WORKS**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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 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.

BCGBC4016A ADMINISTER A CONSTRUCTION CONTRACT

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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 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.

BCGBC4021A MINIMISE WASTE ON THE BUILDING AND CONSTRUCTION SITE

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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 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.

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

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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 RTO/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.
BCGBC5003A SUPERVISE THE PLANNING OF ON-SITE MEDIUM-RISE BUILDING OR CONSTRUCTION WORK

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to supervise the planning process and the organisation of on-site building or construction work projects up to and including medium-rise commercial and wide span buildings (medium-rise licensing classification with reference to Class 1 and 10 construction; Class 2 and 3 to a maximum of 3 storeys; Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for utilising human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state/territory building and construction codes, standards and regulations and human resource principles and practices are required.

Unit 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 RTO/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.

BCGBC5006A APPLY SITE SURVEYS AND SET OUT PROCEDURES TO MEDIUM-RISE BUILDING PROJECTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the necessary outcomes required for applying site surveys and set out procedures to medium-rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the principles and practices of surveying and the organisation of on-site building or construction work projects up to and including medium-rise commercial and wide span buildings (medium-rise licensing classification with reference to Class 1 and 10 construction; Class 2 and 3 to a maximum of 3 storeys; Class 4 to 9 to a maximum of 3 storeys, not including Type A construction). Successful supervision of planning and organisation requires effective interpretation of contractual and planning requirements and development of strategies for utilising human and physical resources effectively in order to comply with contractual obligations. In order to achieve the outcomes for this unit, knowledge of relevant building and construction planning practices, state/territory building and construction codes, standards and regulations and human resource principles and practices are required.

Unit Hours: 110
Required Reading: -
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 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.

BCGBC5007A ADMINISTER THE LEGAL OBLIGATIONS OF A BUILDING OR CONSTRUCTION CONTRACT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to administer the legal obligations of a building or construction contract. It is concerned with licensing and/or builders’ registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled. In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.

Unit 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 RTO/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.

BCGBC5008A APPLY STRUCTURAL PRINCIPLES TO THE CONSTRUCTION OF MEDIUM-RISE BUILDINGS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to apply structural principles to the building of medium-rise buildings. The design and construction of medium-rise buildings requires the input of a range of skilled professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

Unit Hours: 300
Required Reading: -
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 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.
BCGBC5009A IDENTIFY SERVICES LAYOUT AND CONNECTION METHODS TO MEDIUM-RISE CONSTRUCTION PROJECTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required for identifying services drawings, specifications and service requirements for a range of medium-rise and wide span commercial projects. It requires an ability to identify and evaluate differing methods and services in accordance with building regulations and standards.

Unit Hours: 140
Required Reading: ·
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 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.

BCGBC5010A MANAGE CONSTRUCTION WORK/PROJECTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage construction work and/or projects. Work or projects may involve fulfilling single- or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

Unit Hours: 150
Required Reading: ·
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 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.

BCGBC5011A MANAGE BUILDING OR CONSTRUCTION, ENVIRONMENTAL MANAGEMENT PRACTICES AND PROCESSES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage building or construction, environmental management practices and processes as part of the organisation’s overall management system. To successfully manage practices and processes requires a knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

Unit Hours: 150
Required Reading: ·
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 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.

BCGBC5012A MANAGE THE APPLICATION AND MONITORING OF ENERGY CONSERVATION AND MANAGEMENT PRACTICES AND PROCESSES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage the application and monitoring of energy conservation and management practices and processes within the building and construction industry. Successful application of the unit requires a knowledge of energy management practices and methodologies, statistical analysis, current trends and factors in energy conservation, legislative and regulatory requirements.

Unit Hours: 150
Required Reading: ·
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 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.

BCGBL2001B HANDLE AND PREPARE BRICKLAYING/BLOCKLAYING MATERIALS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and the environmental requirements for the disposal of waste test.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.
BCGGL2002B USE BRICK LAYING AND BLOCK LAYING TOOLS AND EQUIPMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.
Unit Hours: 16
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3001B LAY PAVING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to lay pavers on level and inclined surfaces. It includes the preparation, set out and laying of the paving.
Unit Hours: 24
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3002B CARRY OUT MASONRY VENEER CONSTRUCTION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to construct masonry veneer buildings and structures. It includes the planning, preparation, set out and installation of the masonry.
Unit Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3003B CARRY OUT CAVITY BRICK CONSTRUCTION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to construct cavity brick/block buildings and structures. It includes the planning, preparation, set out and installation of the masonry.
Unit Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3004B CONSTRUCT MASONRY STEPS AND STAIRS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to construct masonry steps, stairs and wing walls to different types and styles of buildings. It includes the planning, preparation, set out and installation of the masonry.
Unit Hours: 32
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3005B LAY MASONRY WALLS AND CORNERS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to construct masonry walls and corners to different types and styles of buildings. It includes the planning, preparation, set out and installation of the masonry.
Unit Hours: 76
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3006B LAY MULTI THICKNESS WALLS AND PIERS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to construct multi-thickness walls and piers for different types and styles of buildings. It includes the planning, preparation, set out and construction of the walls and piers.
Unit Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written text, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGGL3007B INSTALL GLASS BLOCK WORK

Locations: To be advised.,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install aerated autoclave concrete (AAC) products to different types and styles of buildings. It includes the planning, preparation, set out and installation requirements of the work.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGBL3009B INSTALL FLASHINGS AND DAMP PROOF COURSE (DPC)

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to install flashings and damp proofing products to different types and styles of buildings. It includes the planning, preparation, set out and installation/application requirements of the work.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venu

BCGBL3010B CONSTRUCT MASONRY ARCHES

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to construct masonry arches within walls and above columns/attached piers. It includes the preparation, set out and construction of masonry walls and arches.

Unit 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 RTO/workplace assignments. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGBL3011B CONSTRUCT CURVED WALL

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGBL3012B CONSTRUCT FIREPLACES AND CHIMNEYS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes the planning, preparation, set out and construction requirements of the work.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGBL3013B CONSTRUCT MASONRY STRUCTURAL SYSTEMS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to construct masonry load bearing walls and engaged and isolated piers. It includes the planning, preparation set out and construction requirements of the work.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

BCGBL3014B INSTALL FIRE RATED MASONRY CONSTRUCTION

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to construct fire rated masonry construction systems for fire resistant construction. It includes the planning, set out and installation requirements of the work.

Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

**BCGBL3015B CONSTRUCT DECORATIVE BRICKWORK**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to install decorative brickwork to buildings. It includes the planning, set out, and laying of bricks to form a decorative finish.

**Unit Hours:** 70

**Required Reading:** -

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

**BCGBL3016B CONSTRUCT BATTERED MASONRY WALLS AND PIERS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to construct battered and piers masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.

**Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

**BCGBL3017B CARRY OUT TUCK POINTING TO BRICKWORK**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to apply tuck pointing to brickwork to different types and styles of buildings. It includes the planning, preparation, set out and application of tuck pointing.

**Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

**BCGCA2001B HANDLE CARPENTRY MATERIALS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. The unit includes preparing material for mechanical handling.

**Unit 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.

**BCGCA2002B USE CARPENTRY TOOLS AND EQUIPMENT**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

**Unit Hours:** 96

**Required Reading:** -

**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.

**BCGCA2003B ERECT AND DISMANTLE FORMWORK FOR FOOTINGS AND SLABS ON GROUND**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to erect and dismantle form work to footings and slabs on ground for establishing levels and containment of finished concrete. The unit includes forming basic slabs, forming rebates to slabs on ground and steps to strip footings.

**Unit 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,
Prerequisite(s): To be advised.

Content: 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.

Unit 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.

BCGCA3002B CARRY OUT SETTING OUT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to identify site boundaries and survey indicators, establishing, measuring and setting out of perfil gable set outs for buildings and structural components of building work. The unit includes the positioning of a building and associated structures on a site.

Unit 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,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out and install timber flooring systems to support imposed loads. The unit includes application in brick veneer, full masonry and timber frame construction.

Unit 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.

BCGCA3004B CONSTRUCT WALL FRAMES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. The unit includes set out, cutting and fabrication of both timber and metal wall frames, the erection, connection and bracing of wall frames to specifications.

Unit 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.

BCGCA3005B CONSTRUCT CEILING FRAMES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. The unit includes the selection of members and the setting out of the ceiling frame in conjunction with the roof members.

Unit 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.

BCGCA3006B ERECT ROOF TRUSSES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: This unit specifies the competency required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. The unit includes gable, hip and valley and hip roofing types.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed ends or hexagonal ends. The unit includes such roofs that may include dormer windows and may be of gable, hip and valley or combinations thereof that are applied to different types and styles of buildings.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to prepare, set out and construct eaves including the cutting and fixing of fascias and barges to provide a finish between the wall and the roof. The unit includes boxed eaves and the finish to gable ends.

Unit Hours: To be advised.

Required Reading: To be advised.

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,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed ends or hexagonal ends. The unit includes such roofs that may include dormer windows and may be of gable, hip, and valley or combinations thereof that are applied to different types and styles of buildings.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, prepare, set out and install window and door units and to replace window and door units to different types and styles of buildings for access, security, weatherproofing and replacement of defective windows and doors. The unit includes timber and metal window and door units.

Unit 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.

BGCA3011B REFURBISH TIMBER SASHES TO WINDOW FRAMES

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. The unit includes timber casement windows, double hung windows and the refitting of timber sashes.

Unit 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.

BGCA3012B FRAME AND FIT WET AREA FIXTURES

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, a shower base, a sink/basin unit and preparation for wet area linings. The unit includes bathroom, laundry, shower, toilet and en-suite wet areas.

Unit 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,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. The unit includes the installation of mouldings to provide decorative finishes.

**Unit 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.

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to construct bulkheads to conceal services and/or for decorative purposes. The unit includes straight, curved and geometric shaped bulkheads generally constructed in-situ and may include prefabricated filaments.

**Unit 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.

**BCGCA3015B ASSEMBLE PARTITIONS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to set out and assemble partitions for the purpose of dividing areas into useable spaces. The unit includes prefabricated and demountable partitions constructed of timber or metal.

**Unit 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.

**BCGCA3016B CONSTRUCT TIMBER EXTERNAL STAIRS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to construct and install timber external stairs that may involve one or more flights to provide access into a structure. The unit includes timber treads and stringers.

**Unit 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.

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to construct and 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.

**Unit 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.

**BCGCA3018B CONSTRUCT, ERECT AND DISMANTLE FORMWORK FOR STAIRS AND RAMPS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights to provide access between floors and/or landings. The unit includes timber, metal or prefabricated formwork.

**Unit 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 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, BEANS AND WALLS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. The unit includes timber, metal or prefabricated formwork of modular or in-situ design.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight jump form formwork.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. The unit includes curved or straight slip form formwork.
Unit 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,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

BGCA3023B CARRY OUT LEVELLING OPERATIONS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

BGCF2003B CUT AND BEND MATERIALS USING OXY/LPG EQUIPMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.
Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

**BCGCM1001B FOLLOW OH&S POLICIES AND PROCEDURES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit Hours:** 40

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.

**BCGCM1002B WORK EFFECTIVELY IN THE GENERAL CONSTRUCTION INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the competency, background and underpinning knowledge required to prepare for and sustain effective work within the General Construction Industry. It covers the identification and clarification of the General Construction industry work context, scope and employment conditions, the acceptance of responsibility by the individual, criteria for working in a team, individual career path improvement activities and the participation in site meetings.

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.

**BCGCM1003B PLAN AND ORGANISE WORK**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a General Construction site. This unit includes pre work planning, safe and efficient work sequencing.

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.

**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**BCGCM1004B CONDUCT WORKPLACE COMMUNICATION**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.

**BCGCM1005B CARRY OUT MEASUREMENTS AND CALCULATIONS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a General Construction work environment.

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.

**BCGCM2001B READ AND INTERPRET PLANS AND SPECIFICATIONS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to read and interpret plans and specifications relevant to General Construction operations. The unit 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 document status and amendment detail.

**Unit Hours:** 36

**Required Reading:** -

**Assessment:** One or more of the following: written assignment, written text, 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.
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.

**BCGCM2002B CARRY OUT EXCAVATION**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings and the provisions of services. The unit includes excavation to new and existing sites, new or diversion of existing services.

**Unit 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.

**BCGCM2003B INSTALL TRENCH SUPPORT**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench.

**Unit 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.

**BCGCM2006B APPLY BASIC LEVELLING PROCEDURES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to carry out levelling in a single plane for the purpose of establishing correct and accurate set out of buildings components. The unit includes the set up, testing and use of levelling devices, establishing and transferring heights using a range of levelling equipment.

**Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.

**BCGCM2007B USE EXPLOSIVE POWER TOOLS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to apply safe and effective operation of explosive power tools used to fasten materials or fix fasteners to bases of concrete, masonry or steel. The unit includes both direct action and indirect action explosive powered fastening tools.

**Unit 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.

**BCGCM2008B ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. The unit includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

**Unit 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.

**BCGCM2009B CARRY OUT BASIC DEMOLITION**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to remove components from single storey buildings and structures using basic demolition techniques. This unit includes the preparation of the site for the demolition process and the removal of components.

**Unit 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. Participants are assessed by the VU team in a simulated work environment with all practical assessment tasks conducted on site or at a designated venue.
This unit specifies the competency required to place and fix reinforcement, the checking of the reinforcement and the completion of clean-up activities.

Content: This unit specifies the competency required to place and fix reinforcement, simulating, observation, demonstration, questioning, presentation. This qualification is only being offered at this stage as part of national contract to assess for skills shortages workers applying for immigration to Australia. Practical assessment of this qualification conducted currently in the countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, questioning, presentation. This qualification is only being offered at this stage as part of national contract to assess for skills shortages workers applying for immigration to Australia. Practical assessment of this qualification conducted currently in the countries - United Kingdom, India, Sri Lanka, South Africa and the Philippines. This practical assessment forms part of the new immigration process for Australia.

BCGSF2004B PLACE AND FIX REINFORCEMENT MATERIALS

Unit Hours: 10

BCGSF2003B CARRY OUT CONCRETING TO SIMPLE FORMS

Unit Hours: 16

BCGCM3001B OPERATE ELEVATED WORK PLATFORMS

Unit Hours: 20

FACULTY OF TECHNICAL AND TRADES INNOVATION

BUILDING CONTROLS

BCGSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Unit Hours: 72

BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Unit Hours: 90

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDINGS

Unit Hours: 100

BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Unit Hours: 112
legislation; Establish the system for dispute resolution.

Unit 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.

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for the site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.

Unit 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.

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.

Unit 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.

BCGSV5007A UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Measure linear distances on site using building and basic surveying equipment; Carry out a closed level transverse procedure using the Rise and Fall recording method; Perform grid surveys for contour purposes; Set out T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.

Unit 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.

BCGSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Analyse the Australian administrative legal system; Evaluate administrative law applicable to building control activities; Describe the procedures and benefits of enforcing the law; Analyse the impact of other legislation on State and Territory building/development control legislation; Analyse the professional code of conduct and ethics applicable to building control; Analyse the concepts of liability and responsibility of building practitioners as detailed in legislation.

Unit 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.

BCGSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Research combustion process as it relates to different materials; Analyse the flammability on the different states of matter; Identify conditions of burning at the fire point; Record mechanisms of heat transfer during fire growth, development and spread; Record the behaviour of building materials subjected to extreme levels of heat; Devise the fire load of a building and describe the effect on the Building Code of Australia (BCA) classification and compartmentation; Report the requirements of fire resistance of materials, building elements and forms of construction.

Unit 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.

BCGSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Devise interaction strategies; Assess demographic, cultural, social and psychological considerations; Communicate legislative requirements to individuals and/or groups; Record, analyse and report results.

Unit 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.
BCGSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Analyse the purpose and basic intent of the BCA; Locate and interpret code/standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Unit 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.

BCGSV5012A ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing; Assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds; Assess plans and specifications for size, span and spacings of structural members for timber wall frames/s; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.

Unit 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.

BCGSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Identify the significance of the Macro and Micro climates in the construction process; Assess design criteria for energy efficient construction; Assess building designs; Identify that energy consumption practices are incorporated into design briefs.

Unit 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.

BCGSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Evaluate documents submitted with an application for building approval; Carry out inspections at various stages of building work; Prepare reports on various building types; Determine the compliance of building services with respect to building legislation.

Unit 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.

BCGSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Determine performance criteria for columns; Identify factors affecting design of connections between structural elements; Outline how loads of various types occur and impinge on a building structure.

Unit 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.

BCGSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Prepare comprehensive checklist schedule to investigate, plan and set up sites; Research and comply with relevant State/Territory legislation and Local Government requirements; Investigate and evaluate building site establishment; Determine stages and sequencing practices for structural systems; Determine requirements for scaffolding systems; Select suitable methods for rubbish removal from building sites; Select suitable cranes and other modes of material handling; Identify and apply of earthquake resistant construction to building; Evaluate construction standards and practices; Plan for continuing maintenance on a construction project.

Unit 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.

BCGSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Read and interpret plans and specifications; Produce draft working drawings; Produce a set of working drawings for a factory and office complex.

Unit 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.

BCGSV6003A ASSESSE CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Identify and analyse the construction faults on building sites up to 3 storeys; Identify construction techniques/methods and materials nominated relevant legislation in the BCA and Australian Standard; solve construction faults in construction techniques/ methods; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials

Unit 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.

BCGSV6004A APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Evaluation of slope instability; Analyse retaining wall requirements according to the structure; Determine footing design requirements according to situation; Determine requirements for compaction of soil fill.

Unit 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.

BCGSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Evaluate layouts of water supply for general and fire fighting use; Evaluate sewerage and drainage disposal methods and their layouts; Evaluate commonly used methods for smoke hazard management, mechanical ventilation and air-conditioning and methods of air filtration and its layout; Evaluate hot water systems and factors affecting selection; Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations; Evaluate fire fighting and fire detection services; Determine the requirements for general electrical and electronic service installation; Evaluate methods for vertical transportation and layout.

Unit 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.

BCGSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Analyse the properties, characteristics, constituents and mix design of concrete; Assess the requirements for concrete handling, placement, compaction, finishing and curing methods; Identify concrete faults and repair methods; Assess the effect of fire on concrete; Identify the environmental issues and new technologies which affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.

Unit 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.

BCGSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Compare performance criteria for columns; Compare methods of stress distribution in connections between structural elements; Determine how loads of various types occur and impinge on a building structure; Evaluate the design of high performance structural elements.

Unit 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.

BCGSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.

Content: Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Unit 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.
BCGSV6009A IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Evaluate performance based designs; Apply the performance-based Building Code of Australia (BCA); Evaluate risk assessment; Evaluate fire safety engineering.
Unit 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.

BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Evaluate smoke control in buildings; Analyse passive five protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.
Unit 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.

BCGSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Distinguish between common law, judicial precedent and legislation; Identify and interpret the court hierarchy and the civil/criminal jurisdictions of each court; Identify and interpret court room procedures; Identify the types of offences and defences within criminal law; Detail types of evidence admissible in a civil and criminal trial; Identify the rules of statutory interpretation.
Unit 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.

BCGSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Devise strategies and models of consultation; Facilitate community consultations; Record analyse and report on outcome of consultations.
Unit Hours: 40
Required Reading: -

BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contract/s.
Unit 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.

BCGSV6014A MANAGE AND PLAN LAND USE

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Evaluate legislation pertaining to land use planning; Plan land development and control processes; Determine strategies for the use of land.
Unit 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.

BCGSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare a research plan; Implement research strategies; Organise and analyse information; Report the findings.
Unit 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.

BCGSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Evaluate documents submitted with an application for building and land use; Determine the compliance of a new building with the approved plans, relevant legislation and standards during its construction; Compile a report on an existing building of not more than 3 storeys and with a floor area not exceeding 2000 m2 for compliance with relevant legislation.
Unit 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.

BCPCM2001A WORK EFFECTIVELY IN THE PLUMBING AND SERVICES SECTOR

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to prepare for and sustain effective work within the plumbing and services sector of the Building and Construction Industry.
Unit 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.

BCPCM2002A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to communicate effectively through oral, visual and written means of communications to facilitate work practices which are safe, meet specifications and provide quality outcomes.
Unit 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.

BCPCM2003A CARRY OUT OH&S REQUIREMENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to carry out OH&S requirements through safe work practices at a plumbing workplace.
Unit 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.

BCPCM2004A READ PLANS AND CALCULATE PLUMBING QUANTITIES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to use and interpret plans and specifications associated with construction work and the ability to accurately complete measurements and calculations to establish quantities of materials for plumbing work.
Unit 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.

BCPCM2005A HANDLE AND STORE PLUMBING MATERIALS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste.
Unit 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.

BCPCM2006A USE PLUMBING HAND AND POWER TOOLS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to use hand and power tools in plumbing work applications.
Unit Hours: 68
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCPCM2007A CARRY OUT LEVELLING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan and use levelling equipment to establish, record and apply those levels to plumbing work applications
Unit Hours: 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCPCM2008A CUT AND JOIN SHEET METAL

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.
Unit 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.
BCPCM2009A CUT WITH OXY-LPG/ACETYLENE

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

BCPCM2010A MARK OUT MATERIALS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

BCPCM2011A APPLY FIRST AID IN THE WORKPLACE

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

BCPCM2012A WELD USING OXY-ACETYLENE EQUIPMENT

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

BCPCM2013A WELD USING ARC WELDING EQUIPMENT

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to weld metals associated with the fabrication and installation of plumbing components, using arc welding equipment.

Unit 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.

BCPCM3002A WELD POLYETHYLENE (PE) PIPE USING FUSION METHOD

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to fusion weld polyethylene pipes. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. As a Common unit it has application in all plumbing streams.

Unit 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.

BCPCM4001A CARRY OUT WORK BASED RISK CONTROL PROCESSES

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the competency to carry out work based risk control processes. It covers the identification of hazards, the assessment of risk and the determination, preparation and completion of a course of action. This unit of competence is strongly related to the Business Services Australia unit BSBCM2416A Identify risk and apply risk management processes. Work associated with this unit is undertaken within the plumbing and services sector.

Unit Hours: 24

Required Reading: Australian Standards associated with the Plumbing Industry

Assessment:

- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge.

Assessment will be applied under project related conditions (real or simulated) and 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.

**BCPCM4002A ESTIMATE AND COST WORK**

**Locations:** Industry, Sunshine,  
**Prerequisite(s):** To be advised.  
**Content:** This unit specifies the competency required to estimate materials, labour and time requirements and establish costs for provision of services or products. It covers the gaining of information, the estimation of materials, labour and time, the calculation of costs and the associated documentation. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards.

**Unit Hours:** 40  
**Required Reading:** Australian Standards associated with the Plumbing Industry  
**Assessment:**  
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package  
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge  
- Assessment will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge.

**BCPDR2001A LOCATE AND CLEAR BLOCKAGES**

**Locations:** Newport, Sunshine,  
**Prerequisite(s):** To be advised.  
**Content:** This unit specifies the competency required to locate and clear blockages to sanitary plumbing, water and sewerage pipe installations and drainage/roof installations, with the use of mechanically operated drain clearing machines and attachments, and manually operated drain cleaning tools and equipment.

**Unit 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.

**BCPDR2002A INSTALL DOMESTIC TREATMENT PLANTS**

**Locations:** Newport, Sunshine,  
**Prerequisite(s):** To be advised.  
**Content:** This unit specifies the competency required to install pre-cast concrete and/or glass reinforced plastic domestic treatment plants.

**Unit 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.

**BCPDR2003A MAINTAIN EFFLUENT DISINFECTION SYSTEMS**

**Locations:** Newport, Sunshine,  
**Prerequisite(s):** To be advised.  
**Content:** This unit specifies the competency required to maintain disinfection systems for domestic treatment plants. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application to the drainage stream.

**Unit 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.

**BCPCM4003A PRODUCE 2-D ARCHITECTURAL DRAWINGS USING**

**Locations:** Industry, Sunshine,  
**Prerequisite(s):** To be advised.  
**Content:** 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.

**Unit Hours:** 40  
**Required Reading:** Australian Standards associated with the Plumbing Industry  
**Assessment:**  
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package  
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge.
BCPDR2004A INSTALL STORMWATER AND SUB-SOIL DRAINAGE SYSTEMS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install stormwater and sub-soil drainage systems up to the point(s) of connection.
Unit 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.

BCPDR2005A DRAIN WORKSITE

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.
Unit 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.

BCPDR2006A INSTALL PRE-FABRICATED INSPECTION OPENINGS AND ENCLOSURES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install pre-fabricated inspection openings and enclosures.
Unit 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.

BCPDR3001A PLAN THE LAYOUT FOR A RESIDENTIAL SANITARY DRAINAGE SYSTEM

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan the layout for sanitary drainage systems for residential buildings. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards and local statutory codes. It has application to the sanitary stream.
Unit 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.

BCPDR3002A INSTALL BELOW GROUND SANITARY DRAINAGE SYSTEMS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to a sewage authority’s point. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards. It has application to the drainage stream.
Unit Hours: 26
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

BCPDR3003A INSTALL ON SITE DISPOSAL SYSTEM

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install on-site effluent disposal systems from septic seewage tanks for domestic premises. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian Standards. It has application to the sanitary stream.
Unit 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.

BCPDR3004A INSTALL WATER MAINS PIPE SYSTEMS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install water mains pipe systems, as part of a broader plumbing requirement, to support new services. It includes the minimum criteria for competency assessment. This unit includes testing of mains pipe systems.
Unit 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.

BCPDR4001A PLAN, SIZE AND LAYOUT SANITARY DRAINAGE SYSTEMS

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan, size and document the layout of sanitary drainage systems for unit developments. It covers the preparation for the work, the identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes including records and documentation.
Unit Hours: 40
Required Reading: Australian Standards associated with the Plumbing Industry

Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BCPDR4002A PLAN, SIZE AND LAYOUT STORMWATER DRAINAGE SYSTEMS

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency 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, the identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes including records and documentation.

Unit Hours: 40

Required Reading: Australian Standards associated with the Plumbing Industry

Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BCPDR4003A PLAN, SIZE AND LAYOUT DOMESTIC TREATMENT PLANT DISPOSAL SYSTEMS

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, size and document the layout of domestic treatment plant disposal systems. It covers the preparation for the planning, the identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes including records and documentation.

Unit Hours: 16

Required Reading: Australian Standards associated with the Plumbing Industry

Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BCPGS4001A PLAN, SIZE AND LAYOUT CONSUMER GAS INSTALLATIONS

Locations: Industry, Sunshine,

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to plan, size and document a consumer’s gas installation including consumer piping operating up to a pressure of 200 kPa, fluing, ventilation and appliance installation associated with NG, SNG, LPG and TLP for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparation for the work, determination of the gas installation requirements, the detailed planning of the layout and the completion of work finalisation processes including records and documentation. Work associated with this unit is undertaken within the scope of AS 5601.

Unit Hours: 40

Required Reading: Australian Standards associated with the Plumbing Industry

Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

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to be satisfied under the particular circumstance, but is able to be transferred to
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- Assessment will be in conjunction with assessment of other units of
competency, including those listed above

**BCPGS4002A SERVICE TYPE A GAS APPLIANCES**

**Locations:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to diagnose and repair faults on
domestic and commercial Type A gas appliances. It covers preparation for the work,
fault diagnosis, disassembly, repair/replacement, reassembly and the completion of
work finalisation processes including equipment and job records.

Work associated with this unit is undertaken within the scope of AS 5601 and local
licensing requirements (gas, electrical and plumbing).

**Unit Hours:** 180

**Required Reading:** Australian Standards associated with the Plumbing Industry

**Assessment:**

- Assessment will satisfy the endorsed assessment guidelines of the building and
construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance
together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on
underpinning knowledge and it must also reinforce the integration of key
competencies
- Assessment methods will confirm the ability to access and correctly interpret
and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated)
and 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

**BCPGS4003A INSTALL, COMMISSION AND SERVICE TYPE B GAS**

**Locations:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency 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

**Unit Hours:** 138

**Required Reading:** Australian Standards associated with the Plumbing Industry

**Assessment:**

- Assessment will satisfy the endorsed assessment guidelines of the building and
construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance
together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on
underpinning knowledge and it must also reinforce the integration of key
competencies
- Assessment methods will confirm the ability to access and correctly interpret
and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated)
and 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

**BCPM54002A COMMISSION AIR AND WATER SYSTEMS**

**Locations:** Industry, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to test and commission air and
water heating and cooling systems. It includes ducted systems to a maximum static
pressure of 0.75 kPa and maximum velocity of 12.5 metres per second, and piping
systems with a maximum output of 50 kW and air quantities not exceeding 950
litres per second.

It covers preparation for the work, the determination of testing requirements,
the preparation of systems for balancing, the physical balancing, testing and
commissioning of the systems and the completion of work finalisation processes
including recording.

**Unit Hours:** 132

**Required Reading:** Australian Standards associated with the Plumbing Industry

**Assessment:**

- Assessment will satisfy the endorsed assessment guidelines of the building and
construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance
together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on
underpinning knowledge and it must also reinforce the integration of key
competencies
- Assessment methods will confirm the ability to access and correctly interpret
and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated)
and 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

**BCPRF2003A COLLECT AND STORE ROOF WATER**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit specifies the competency required to determine storage
requirements and to plan, prepare and install storage tanks and related piping for
roof water collection systems, for the collection of roof water. Work associated
with this unit is undertaken within the plumbing and services sector in accordance
with relevant Australian Standards. It has application in both the roofing and water
streams.

**Unit Hours:** 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

**BCPRF4001A PLAN, SIZE AND LAYOUT ROOF DRAINAGE SYSTEMS**

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan, size and document the layout of components for roof drainage systems. It covers preparation for the work, identification of the roof drainage system requirements, the planning of the system layout and the completion of work finalisation processes.

Unit Hours: 60
Required Reading: Australian Standards associated with the Plumbing Industry
Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

**BCPSN3005A INSTALL PRE-TREATMENT FACILITIES**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing/drainage system. Work associated with this unit is undertaken within the plumbing and services sector in accordance with relevant Australian standards. It has application to the sanitary and drainage streams.

Unit 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.

**BCPSN4001A PLAN, SIZE AND LAYOUT SANITARY PIPEWORK AND FIXTURES**

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan, size and document the layout of sanitary pipework and fixtures for multi-floor buildings. It covers preparation for the work, identification and confirmation of system requirements, the planning of the system layout and the completion of work finalisation processes.

Unit Hours: 40
Required Reading: Australian Standards associated with the Plumbing Industry
Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

**BCPWT4001A PLAN, SIZE AND LAYOUT HOT AND COLD WATER SERVICES/SYSTEMS**

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to plan, size and document the layout of hot and cold water services/systems for multi-floor buildings. It covers preparation for the work, identification of the water service/system requirements, the planning of the service/system layout and the completion of work finalisation processes.

Unit Hours: 80
Required Reading: Australian Standards associated with the Plumbing Industry
Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BCPWT4002A COMMISSION AND MAINTAIN BACKFLOW PREVENTION DEVICES

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to test, commission and maintain backflow prevention devices in water services. It covers preparation for the work, identification of testing and commissioning requirements, the physical testing and commissioning of devices, the maintenance of devices and the completion of work finalisation processes.

Unit Hours: 20
Required Reading: Australian Standards associated with the Plumbing Industry
Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BCPWT4003A COMMISSION AND MAINTAIN HOT WATER TEMPERATURE CONTROL DEVICES

Locations: Industry, Sunshine,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to test, commission and maintain backflow prevention devices in water services. It covers preparation for the work, identification of testing and commissioning requirements, the physical testing and commissioning of devices, the maintenance of devices and the completion of work finalisation processes.

Unit Hours: 20
Required Reading: Australian Standards associated with the Plumbing Industry
Assessment:
- Assessment will satisfy the endorsed assessment guidelines of the building and construction industry’s Plumbing and Services Training Package
- Assessment methods will confirm consistency and accuracy of performance together with application of underpinning knowledge
- Assessment will be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies
- Assessment methods will confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
- Assessment will be applied under project related conditions (real or simulated) and 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

BSADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.

Unit 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.

BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to collect, process, store and maintain workplace information and its systems. It includes the maintenance of filing and record systems.

Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework.
Unit 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.

BSBCMN209A PROVIDE INFORMATION TO CLIENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to greet clients and determine their needs in accordance with the organisation's requirements.
Unit 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,
Prerequisite(s): To be advised.
Content: Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Unit 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.

BSX154L606 MANAGE HUMAN RESOURCES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Manage project organisation and staffing; Manage staff performance; Lead the project team.
Unit 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.

BSXFMI307A MANAGE QUALITY CUSTOMER SERVICE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Frontline management is involved in ensuring that products and services are delivered and maintained to standards agreed by the organisation and the customer. This will be carried out in the context of the organisation's policies and practices as well as legislation, conventions and codes of practice.
Unit 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.

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Unit Hours: 75
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

ICAA5150B EVALUATE VENDOR PRODUCTS AND EQUIPMENT
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to evaluate a range of vendor products and equipment against a client's business requirements.
Unit 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.

ICAA5151B GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify, analyse and document business requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build a security shield for a wireless local area network (WLAN) or local area network (LAN).
Unit Hours: 40
ICAD3218B CREATE USER DOCUMENTATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.
Unit 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.

ICAW4027B RELATE TO CLIENTS ON A BUSINESS LEVEL

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.
Unit 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.

LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit relates to the basic office administration duties and precautions, which are expected to be performed by a drafts person in an office, working under limited supervision
Unit 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.

LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit relates to the application of construction principles conforming to Local Government regulations and complying with the provisions of Volume 2, Class 1 and 10, including relevant State variations, of the Building Code of Australia (BCA) as it applies to Private Residential Dwellings
Unit 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.

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING

Locations: Newport, Sunshine,
Prerequisite(s): LCH Produc Working drawings for a Single Storey Private Residence
Content: This unit relates to site surveying skills and practices to measure, record and interpret data from an existing building using measuring and levelling equipment and producing a measured drawing
Unit 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.

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS

Locations: Newport, Sunshine,
Prerequisite(s): LCTN Using Sketching Presentation Techniques to Communicate Design Concepts
Content: This unit deals with the knowledge and hand skills required to produce three dimensional (3D) projected presentation views of Architectural/Interior design concepts for private residential.
Unit 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.

LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS

Locations: To be advised,
Prerequisite(s): To be advised.
Content: This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in residential buildings (past and present).
Unit 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.

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.
Unit 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 RTO/workplace assignments.

LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for Class 1 and 10 private residential buildings, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.
Unit 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.

LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions for one storey residential dwellings Classes 1 and 10 complying with the Building Code of Australia (BCA) under limited supervision.
Unit 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.

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit deals with the knowledge and hand skills required to produce, under supervision, sketches and selected renderings of architectural/interior design elements and concepts for private residential dwellings.
Unit 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.
LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES

Locations: Newport, Sunshine,

Prerequisite(s): LCTA Apply Drafting office Administration Processes

Content: This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be performed by an architectural para-professional drafts person, working under minimal supervision.

Unit 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.

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE ’B’ AND ’C’ COMMERCIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings

Content: This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type “B” and “C” buildings.

Unit 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.

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit relates to the application of environmental sustainability to building design principles and material selection.

Unit 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.

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings

Content: This unit relates to identifying services, drawings and specifications and determining service requirements for residential, industrial and commercial building projects complying with the provisions of the Building Code of Australia (BCA) and relevant Australian Standards.

Unit 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.

LCTW EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): LCTE Evaluate materials for construction of Residential Dwellings

Content: This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in Type “B” and “C” commercial buildings (past and present).

Unit 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.

LCTX PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Locations: Newport, Sunshine,

Prerequisite(s): LCTF Produce 2D Architectural Drawings using CAD Software

Content: This unit relates to producing 3D architectural models utilising Computer Aided Drafting software for a range of presentation or construction drawings.

Unit 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.

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ’B’ BUILDING PROJECTS

Locations: Newport, Sunshine,

Prerequisite(s): LCTZ Produce commercial working drawings for Type ’C’ Building Projects

Content: This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “B” buildings.

Unit 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.

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ’C’ BUILDING PROJECTS

Locations: Newport, Sunshine,

Prerequisite(s): ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings
Content: This unit covers the skills required to read and interpret codes, plans/ specifications and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “C” buildings.

Unit 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.

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

Locations: Newport, Sunshine,

Prerequisite(s): LCTX Produce 3D Architectural Drawings using CAD Software

Content: This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.

Unit 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.

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type “B”, class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.

Unit 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.

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE ‘C’ BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): ALL core units in the Certificate IV in Residential Drafting, except LCIG Produce drawing documentation for Private Residential Buildings

Content: This unit relates to creating design solutions for Type “C” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.

Unit 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.

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE ‘B’ BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): LCWC Provide Design Solutions for Type “C” Buildings

Content: This unit relates to creating design solutions for Type “B” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.

Unit 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.

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): Attainment of the Diploma of Building Design and Technology

Content: This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).

Unit 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.

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.

Unit 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.

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

Locations: Newport, Sunshine,

Prerequisite(s): Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.

Content: Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacings of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.
LGAPLEM502A APPLY ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES TO THE BUILT ENVIRONMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify and gather data on the application of ecologically sustainable development principles to the built environment; Develop strategies for the application of ecologically sustainable development principles to the built environment; Develop plan to apply ecologically sustainable development principles to the built environment; Monitor and review strategies for the application of ecologically sustainable development principles to the built environment.

Unit 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.

LMFF2004A PREPARE SURFACES FOR FINISHING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for surface preparation; Prepare surfaces; Clean work area and maintain equipment.
Unit 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.

LMFFM1001A CONSTRUCT BASIC TIMBER FURNISHING PRODUCT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to construct, assemble and finish a basic timber furnishing product.
Unit 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 RTO/workplace assignments.

LMFFM2001A USE FURNITURE MAKING SECTOR HAND AND POWER TOOLS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Use power tools; Clean up work area and tools.
Unit 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.

LMFFM2002A ASSEMBLE FURNISHING COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for assembly; Assemble components; Clean work area and maintain equipment.
Unit 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.
LMFFM2003A SELECT AND APPLY HARDWARE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply and/or fit and finish; Finalise operation and maintain equipment.
Unit 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.

LMFFM2004A APPLY SHEET LAMINATES BY HAND
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to apply laminates by hand, including the preparation, layout, application and finalisation processes.
Unit 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.

LMFFM2005A JOIN SOLID TIMBER
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare the work; Layout and prepare materials; Join timber; Finalise operation and maintain equipment.
Unit 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.

LMFFM2006A HAND MAKE TIMBER JOINTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for work; Make joint; Complete housekeeping.
Unit 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.

LMFFM2007A FOLLOW PLANS TO ASSEMBLE PRODUCTION FURNITURE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to assemble timber production furniture using modular construction methods and components to a given plan.
Unit 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.

LMFFM2010A SET UP, OPERATE AND MAINTAIN BASIC STATIC MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Unit 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.

LMFFM2011A APPLY MANUFACTURED BOARD CONVERSION TECHNIQUES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for work; Set up machines; Apply conversion techniques; Clean up work area and maintain equipment.
Unit 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.

LMFFM2012A SET UP, OPERATE AND MAINTAIN PRESSURE AND CLAMPING MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to set up, operate and maintain pressure and clamping machines using their full potential and capacities in the production of furniture.
Unit 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.

LMFFM3002A CONSTRUCT FURNITURE USING LEG AND RAIL METHOD
Locations: To be advised,
Prerequisite(s): To be advised.
Content: Prepare for work; Complete construction; Finalise operation.
Unit Hours: 64
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.

**LMFFM3003A PRODUCE ANGLED AND CURVED FURNITURE USING MANUFACTURED BOARD**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Prepare for work; Complete construction; Finalise operation.

**Unit 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.

**LMFFM3004A PRODUCE ANGLED AND CURVED FURNITURE USING SOLID TIMBER**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the competency to construct and assemble furniture using angular construction methods.

**Unit 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.

**LMFFM3005A FABRICATE CUSTOM FURNITURE**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Prepare for work; Complete construction; Assemble custom furniture; Clean work area and maintain equipment.

**Unit 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.

**LMFFM3006A INSTALL FURNISHING PRODUCTS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Prepare the work; Complete installation; Finalise operation clean work site.

**Unit 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.

**LMFFM3011A PRODUCE MANUAL AND COMPUTER-AIDED PRODUCTION DRAWINGS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Identify object to be drawn; Establish drawing criteria and limitations; Quantify and draft initial drawing; Complete drawing.

**Unit 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,

**Prerequisite(s):** To be advised.

**Content:** Read plans and job specifications; Prepare cutting lists; Read and interpret cutting lists.

**Unit 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.

**LMFFM3020A SET UP, OPERATE AND MAINTAIN SAWING MACHINES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Unit 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.

**LMFFM3021A SET UP, OPERATE AND MAINTAIN DRILLING MACHINES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.

**Unit 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.

LMFFM3022A SET UP, OPERATE AND MAINTAIN JOINING MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Unit 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 RTO/workplace assignments.

LMFFM3023A SET UP, OPERATE AND MAINTAIN PLANING AND FINISHING MACHINES
Locations: To be advised.,
Prerequisite(s): To be advised.
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Unit 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.

LMFFM3025A SET UP, OPERATE AND MAINTAIN ROUTING AND SHAPING MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare for work; Set up machines; Operate machines; Clean up work area and maintain equipment.
Unit 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.

LMFFT4010A IDENTIFY AND CALCULATE PRODUCTION COSTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Gather information; Estimate materials and labour; Determine/calculate overheads; Calculate costs; Document details and verify where necessary.
Unit 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.

LMFGG2002A APPLY FIRST AID
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to identify the need for and the application of first aid until the arrival of medically qualified personnel or the evacuation of the patient.
Unit 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.

LMFGG2008A GLAZE/REGLAZE RESIDENTIAL WINDOWS AND DOORS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit addresses the knowledge and skills required to fit glass to residential windows and doors.
Unit 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.

LMFGN2002A MOVE AND STORE MATERIALS AND PRODUCTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to move, store and to record raw materials, goods and finished products.
Unit 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.

LMFGN3001A READ AND INTERPRET WORK DOCUMENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify document type and purpose; Read and interpret the document; Plan own work sequence; Maintain document files.
Unit 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.
LMFGN3002A ESTIMATE AND COST JOB
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the competency to estimate materials, labour and time requirements and establish costs for provision of services or products.
Unit 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.

LMFGN3033A CONSTRUCT JIGS AND FIXTURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to construct jigs and fixtures.
Unit 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.

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.
Unit 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.

MEM1.3FA APPLY QUALITY PROCEDURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Take responsibility for own quality; Apply standard procedures of workplace quality to own job.
Unit 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.

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify task requirements; Plan steps required to complete task; Review plan.
Unit 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.

MEM11.10B OPERATE MOBILE LOAD SHIFTING EQUIPMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers operating mobile load shifting equipment, including moving and placing loads.
Unit 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.

MEM11.11B UNDERTAKE MANUAL HANDLING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers lifting and moving materials manually.
Unit 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.

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings. Unit Weight Points 2-4 Points
Unit 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.

MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
MEM13.3B WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers using a range of hand tools for a variety of general engineering applications.
Unit 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.

MEM18.2A USE HAND TOOLS/HAND HELD OPERATIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Use power tools.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.
Unit Hours: 20
Required Reading: -
MEM2.5C11 MEASURE WITH GRADUATED DEVICES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Unit 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.

MEM2.5C11A MEASURE WITH GRADUATED DEVICES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Unit 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.

MEM2.6C10A PLAN A COMPLETE ACTIVITY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify activity requirements; Plan process to complete activity; Modify plan.
Unit 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.

MEM2.7C10A PERFORM COMPUTATIONS - BASIC
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.
Unit 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.

MEM2.8C10A PERFORM COMPUTATIONS
Locations: Newport, Sunshine,
Prerequisite(s): MEM2.7C10 Perform Computations - Basic.
Content: Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Unit 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.

MEM2.9C10A PERFORM COMPUTER OPERATIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Unit 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.

MEM25.10AA PERFORM FITOUT PROCEDURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; construct fitout components; assemble fitout components; install components.
Unit 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.

MEM25.13AA PRODUCE 3-DIMENSIONAL PLUGS/MOULDS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine plug requirements; construct plug; finish plug; determine mould requirements; produce mould.
Unit 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.
MEM25.14AA PERFORM MARINE SLIPPING OPERATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Set up slipping facilities; perform hauling out procedures; perform launching procedures.
Unit 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.

MEM25.1B APPLY FIBRE REINFORCED PLASTICS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers applying and forming/shaping fibre reinforced materials. It covers the use of manual and mechanical methods using a variety of glass reinforcements and other fibres. Typical applications include marine vessel and aircraft construction.
Unit 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.

MEM25.2AA FORM AND INTEGRATE FIBRE RE-INFORCED STRUCTURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Form components; integrate components; undertake post curing of materials.
Unit 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.

MEM25.3AA SET UP MARINE STRUCTURES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Inspect & prepare site; undertake levelling and measurement readings; erect marine vessel structures.
Unit 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.

MEM25.4AA FAIR AND SHAPE SURFACES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; prepare for filling/sanding/grinding operations; perform filling/sanding/grinding operations.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers filling, sanding, fairing and grinding to achieve uniform or correct contours and surfaces. Typical applications include marine vessel construction and the manufacture of transport vehicles.
Unit 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.

MEM25.5AA CONSTRUCT AND ASSEMBLE MARINE VESSEL TIMBER STRUCTURES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; construct marine vessel timber components; assemble components.
Unit 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.

MEM25.7AA MAINTAIN MARINE SURFACES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Inspect vessel and identify maintenance/repair requirements; clean and prepare vessel sectors and surfaces; perform cosmetic maintenance/repair; finish surfaces.
Unit 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.
MEM25.7B MAINTAIN MARINE VESSEL SURFACES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers performing cosmetic maintenance/repair of surfaces, including fibre reinforced plastics, timber and metal surfaces.
Unit 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.

MEM25.8AA REPAIR MARINE SURFACES AND STRUCTURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine nature and extent of damage and subsequent repair requirements; remove damaged sectors; repair damaged sectors.
Unit 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.

MEM25.9AA FORM TIMBER USING HOT PROCESSES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; prepare jigs and templates; form timber shapes.
Unit 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.

MEM4.18AB GENERAL WOODWORKING MACHINE OPERATIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; set up woodworking machinery; operate woodworking machines; check finished component.
Unit 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.

MEM4.18B GENERAL WOODWORKING MACHINE OPERATIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers setting up and operating woodworking machines used by engineering pattern makers and marine fabricators.

MEM5.12C PERFORM ROUTINE MANUAL METAL ARC WELDING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).
Unit 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.

MEM5.15AA WELD WITH MANUAL METAL ARC WELDING PROCESS (MMAW)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit will cover the following: Prepare materials for welding; select welding machine settings and electrodes; assemble and set up welding equipment; identify distortion prevention measures; weld materials by correct process to quality described in Australian Standard 1554 General Purpose or equivalent; inspect welds; correct faults.
Unit 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 unit of competency will be assessed through a job profile. The job profile contains a number of practical tasks and knowledge based questions.

MEM5.3B SOFT SOLDERING (BASIC)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.
Unit 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.

MEM5.50B PERFORM ROUTINE GAS METAL ARC WELDING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers preparing materials and routine gas metal arc welding (GMAW).
MEM5.5B CARRY OUT MECHANICAL CUTTING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers setting up and operating a range of mechanical cutting and halting equipment.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.
Unit 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.

MEM50.1B CLASSIFY RECREATIONAL BOATING TECHNOLOGIES AND FEATURES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers recognising vessel features, fittings and fixtures; correctly identifying power and transmission systems; describing system operating purpose; and using appropriate terminology.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers identifying risks and safely working on and moving around vessels - for sales, service or repair - on and out of the water.
Unit 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.

MEM50.3AA FOLLOW WORK PROCEDURES TO MAINTAIN MARINE ENVIRONMENT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify from work procedures and personal observation activities that may impact on the environment; complete housekeeping duties; follow clean up procedures; assist the business to maintain the quality of the environment.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers conducting work on vessels or equipment without adversely affecting the quality of the marine environment.
Unit 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.

MEM50.4AA MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINE CODES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Assess the environmental implications of the task to be conducted; select work area and method; dispose of potential pollutants; support implementation of marine and slipway management plans.
MEM50.4B MAINTAIN QUALITY OF ENVIRONMENT BY FOLLOWING MARINA CODES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers workers in the industry controlling pollution through the limitation, capture and disposal of pollutants in the marine environment.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers refuelling vessels and appliances.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers conducting basic checks on the operational condition of vessels in or out of the water.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers conducting basic checks on vessel sail systems.
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers undertaking the required steps to plan and prepare for a safe boating trip. It includes maintenance of the boat and safety equipment as well as mooring and berthing apparatus. This unit was developed by the National Marine Safety Committee (NMSC).
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers safely handling/operating a powered recreational boat on coastal and inland waters. It includes manoeuvring and handling the boat as well as safe navigation and anchoring. This unit was developed by the National Marine Safety Committee (NMSC).
Unit 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.

MEM8.14AA APPLY PROTECTIVE COATINGS (BASIC)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Determine job requirements; work piece prepared for application of protective coating; equipment prepared for application of surface coating materials; apply single pack coatings; clean and store equipment; inspect finish surface; selected and maintain personal protective equipment.
Unit 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.

MEM9.1AA DRAW AND INTERPRET SKETCH
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare freehand sketch; Interpret details from freehand and sketch.
Unit 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.
MEM9.21AA INTERPRET AND PRODUCE 3-DIMENSIONAL CURVES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Identify drawing/lofting requirements; determine drawing/lofting procedure & equipment apply drawing/lofting procedures; submit lines plans.
Unit 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.

TDTA2097A REPLENISH STOCK

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Replenish stock and maintain stock records in a warehouse
Unit 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.

MEM9.2AA INTERPRET TECHNICAL DRAWING

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Interpret technical drawings; Select correct technical drawing.
Unit 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.

TDTA2197A DESPATCH STOCK

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Process despatch orders, despatch stock and maintain records in a warehouse
Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.
Unit 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.

TDTD1097A OPERATE A FORKLIFT

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Knowledge and skills to operate a forklift safely, including systematic and efficient control of all vehicle functions and effective management of hazardous situations
Unit 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.

TDTA1197A PACKAGE GOODS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Pack, wrap and label goods for despatch or storage.
Unit 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.

VAA149 ADVANCED MECHANICAL SERVICES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Operation of central heating systems; Operation of single duct air conditioning systems; Commissioning water and air systems; Reticulated systems; Mechanical services welding; Plan reading and site organization; Mechanical services equipment.
Unit Hours: 3

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

TDTA1397A RECEIVE GOODS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Receive, unpack and store goods
Unit 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.
VAA169 ADVANCED ROOFING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Size and design industrial roof draining components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.
Unit Hours: 3
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Designing sewerage drains; Designing sanitary plumbing systems; Designing flushing systems; Locating and clearing blockages in drains; Cutting a branch into an existing drain; Domestic septic tanks; Designing storm water drains.
Unit Hours: 3
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAA178 ADVANCED WATER SUPPLY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Pollution prevention; Large water services; Fire services; Hard and soft water; Water filters; Water supply to multiple living units; Hot water supply; Domestic water pressure systems; Garden sprinkler design.
Unit 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.

VAA825 BUILDING CONSTRUCTION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plaster board; compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof.
Unit Hours: 27
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAA828 FIXING DEVICES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Unit Hours: 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAC578 FIXTURES/APPLIANCES AND APPROPRIATE VALVES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance.
Unit 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.

VAD202 INDUSTRY INDUCTION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety
Unit Hours: 38
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAE502 OXY ACETYLENE WELDING AND CUTTING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding
Unit 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.

VAF673 SHEETMETAL PRACTICES
Locations: To be advised,
Prerequisite(s): To be advised.
Content: Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting
Unit Hours: 81
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAF725 SIMPLE WASTE PIPE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements
Unit 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.

VAF762 SMALL DIAMETER TUBES AND PIPES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints - Soft Solder, Silver Solder; Solvent Welded Joints - Bending Spring, Mechanical Bender; Dissimilar Metals.
Unit 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.

VAJ131 ADVANCED GAS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Advanced gas.
Unit Hours: 3
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ156 ABOVE GROUND DRAIN
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Install an above ground UPVC drain, locating the drain to collect the discharge from specified fixtures and connect to a point at ground surface level.
Unit 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.

VAJ310 CUTTING A BRANCH INTO AN EXISTING DRAIN
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Explains the method of locating blockages in drains and the use of both manual and power operated drain clearing equipment.
Unit 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.

VAJ314 COOKER
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning.
Unit 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.
VAJ327 APPLIANCE SERVICING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Unit 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.

VAJ334 CLOTHES WASHING MACHINE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Water Supply; Methods of Connection to the Property Drain
Unit 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.

VAJ335 FIXING ROOF COVER (CONCEALED FIXED METHOD)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Catchment Sources - Roof, Ground Surface, Subterranean; Storage
Unit 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.

VAJ339 COMBUSTION OF GASES AND FLAMES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Unit 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.

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning.
Unit Hours: 46
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ342 DESIGNING FLUSHING SYSTEMS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of Flushing Systems; Flush Valve System- Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System - Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns.
Unit 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.

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; offsets in Stacks; Farm of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing - Fully Vented, Fully Vented (Modified), Single Stack - For Residential Buildings, Single Stack - for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors.
Unit Hours: 45
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ352 DESIGNING SEWERAGE DRAINS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings- Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design.
Unit Hours: 35
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VAJ353 DISHWASHING MACHINE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Water Supply; Methods of Connection to the Property Drain
Unit Hours: 5
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ354 DOMESTIC SEPTIC TANKS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Principles of Septic Tank Systems; Installation of a Septic Tank System; Capacity of Septic Tank; Construction of Septic Tank; Septic Tank Maintenance; Effluent Disposal; Effluent Distribution; Sand Filter; Design of Systems
Unit 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.

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Materials; Insulation; Installation Methods; Safe Working Procedure
Unit 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.

VAJ357 FLUSHOMETER
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Water Supply - Mains Pressure; Gravity feed; Operation of the Flushometer; Installation; Commissioning; Maintenance.
Unit Hours: 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ358 GAS CONTROLS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Basic Electrical Circuitry; Electrical Safety in Gasfitting; Pressure Regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flam Failure Safety Devices - thermo-electric flame failure device, electronic flame failure device.
Unit 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.

VAJ359 INDUSTRIAL ROOF INSTALLATIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of roof covering materials and profiles; Estimating quantities; Installation of safety mesh; Installation of perimeter guard rails; Safety harness for special situations; Loading and stacking of sheets on site; Use of manufacturers data; Expansion of extra long roofs; Wind effects on roofs; Site access; Insulation.
Unit 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.

VAJ360 INSTALLING GAS FIRED SMALL BORE HEATING SYSTEM
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Selection and Placement of Unit; Connection of Flue to Unit; Connection of Gas Supply to Unit; Installing Cold Water Supply to Unit; Installing Flow and Return Lines; Heat Transfer; Radiators; Skirting Convectors; Fan Convectors; Ducted Warm Air Convectors (fan coil); Slab Floor Manifolds and Lines; Controls
Unit 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.

VAJ362 LPG INSTALLATIONS
Locations: To be advised.,
Prerequisite(s): To be advised.
Content: Mobile Vehicles - Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction. Marine Craft-Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction
Unit Hours: 14
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VAJ363 MEASURING AND LEVELLING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Plan Reading; Interpretation of Scales; Constructing right angles using 3, 4 & 5 triangles; Setting out procedures; Care of Tapes; Use and care of levelling equipment; The Spirit Level; Levelling Instruments: Automatic Level; Rotating Laser Datum Level (Class 1); Staff Reading; Calculating the Grade; Grading Trenches

Unit 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.

VAJ364 MECHANICAL SERVICES WELDING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Safety; Equipment; Pipe Joining; Mild Steel Welding - Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting

Unit 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.

VAJ365 PVC WELDING FOR ROOF PLUMBERS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tackling and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique

Unit 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.

VAJ366 FLASHING LARGE PENETRATION THROUGH ROOF

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof

Unit 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.

VAJ367 EXTERNAL METAL CEILING AND WALL CLADDING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds

Unit 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.

VAJ368 IDENTIFICATION AND PRINCIPLE OF OPERATIONS OF WATER HEATING SYSTEMS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls

Unit Hours: 6

Required Reading: -

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

VAJ369 INSTALLING GAS FIRED WARM AIR FURNACE AND DUCTED SYSTEM

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems; Installing the Air Distribution Registers; Balancing the Air Distribution System

Unit 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.

VAJ370 NATURAL GAS FITTING LINE

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: Available Gas Pressure; Application for Gas Service; Service Regulators; Meter Location; Use of Bonding Straps; Fitting Line Installation; Branch cut-Ins; Testing Gas Lines

Unit 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.
VAJ371 OXY ACETYLENE PLATE AND PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE.

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Develop and maintain the following welding skills using Oxy-Acetylene equipment: Flat Butt Weld in 3mm Plate; Vertical Butt Weld in 3mm Plate; Run of Beads around a 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe in the fixed horizontal position. Develop and maintain the following welding skills using electric arc equipment: Run of beads on 8mm Plate; Pad Weld - 75mm Square; Fillet Weld on 8mm Plate
Unit Hours: 22
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ372 PLAN READING AND ID OF IN-LINE EQUIPMENT ON WATER HEATING AND VENTILATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials
Unit Hours: 6
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ373 PROPERTY DRAIN

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Install property drains, locating the drains to collect the discharge from at least four specified fixtures and connect to simulated “Sewerage Authorities Point”
Unit 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.

VAJ378 RETICULATED SYSTEMS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Chilled Water Systems; Condenser Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration
Unit Hours: 18
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ379 FLOOR WASTE GULLY

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Unit 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.

VAJ380 INSTALLING CONCEALED ROOF GUTTERS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Unit 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.

VAJ381 LOCATING AND CLEARING BLOCKAGES IN DRAINS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Unit 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.

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOF

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of flashing; Methods of Fastening and Sealing; Preparation of Joint Surfaces; Joint Design; Flashing Materials; Flashing Design for: Tiled Roofs, Pierced Fixed Roofs, Concealed Fixed Roofs, Fibrous Cement Sheet Roofs, Slate Roofs
Unit 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.
VAJ383 ELECTRONICS AND ELECTRICITY IN GAS APPLIANCES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Electrical Safety - Awareness; Neon Tester; Test Plug; Multi-Meter; Basic Components - Fuses; Solenoids; Control Valves; Switches -on/off and limit; Thermostats; Transformers; Motors; Ignition Pack
Unit 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.

VAJ384 DESIGNING STORM WATER DRAINS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Unit 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.

VAJ385 COMPONENT SERVICING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Unit Hours: 38
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS
Locations: To be advised,
Prerequisite(s): To be advised.
Content: Commissioning Water Systems; Commissioning Air Systems
Unit 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.

VAJ387 COMMISSIONING A GAS APPLIANCE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Preparation; Using the Neon Tester; Using the Manometer; Combination Controls; Energy Cut off Devices; Ignition Devices; Pilot Adjustment; Main Burner Adjustment; Explanation to Consumer
Unit 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.

VAJ391 BATH
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Unit 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.

VAJ392 BASIN AND BIDET
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully
Unit Hours: 19
Required Reading: 
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ410 FLUEING OF GAS APPLIANCES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue
Unit 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.

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT
Locations: To be advised,
Prerequisite(s): To be advised.
Content: Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks - Open, Closed; Valves; Dampers

Unit Hours: 6
Required Reading:
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ412 INDUSTRIAL ROOF COMPONENTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion

Unit 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.

VAJ413 INSTALLING DOWN PIPES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Materials; Jointing Techniques; Support; Thermal Expansion; Disimilar Catchments; Sizing; Connections to Stormwater

Unit 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.

VAJ414 MAINS PRESSURE HWS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of Units Available; Cold Water Connection; Gas Connection; Provision for Relief; Installation of Relief Drain Pipe; Installation of Flue Pipe; Hot Water Connection; Commissioning

Unit 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.

VAJ418 TRENCH SHORING

Locations: To be advised,
Prerequisite(s): To be advised.
Content: Describe graphically, and explain the shoring requirement for drain trenches and install soldier sets and closed sheet shoring in drainage trenches.

Unit 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.

VAJ419 UNVENTED BRANCH DRAINS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains

Unit 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.

VAJ429 INSTALLING EAVES AND GUTTERS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities

Unit 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.

VAJ430 PLAN READING AND SITE ORGANISATION

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify of Services; On-Site Organisation; Liaising with other Trades

Unit 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.

VAJ431 TWIN CYLINDER LPG SYSTEM AND FITTING LINE

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Liquifiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System

Unit 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.

VAJ451 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Equipment; Interpretation of Plans; Copper Tube - Joints; Testing; Mild Steel Sections for Supports; Pipe Supports
Unit Hours: 26
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ452 SINK AND TROUGH
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections
Unit Hours: 21
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Equipment; Interpretation of Plans; Mild Steel Pipe - Joining, Butt Welds, Flanges, Bending
Unit 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.

VAJ461 WALL FURNACE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Fueling; Gas Connection; Electrical Connection; Installation of Heater; Commissioning
Unit 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.

VAJ462 VENTED 50MM DISCHARGE PIPE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Preparation of Working Drawing; Fabrication of Assembly
Unit 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.

VAJ463 OPERATION OF A SINGLE DUCT AIR CONDITIONING SYSTEMS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating - Plenum; Type of System; Ducting; Outlets
Unit 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.

VAJ464 MECHANICAL SERVICES EQUIPMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Heating & Cooling Coils; Pumps; Boilers; Large Air Handling Units; Fans; Small Air Handling Units; Filter Banks; Chillers; Cooling Towers; Evaporative Coolers; Heat Exchangers; Air Cooled Condensers; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensers; Hot Air Furnaces
Unit Hours: 28
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ465 FLASHING ROOFS TO WALLS
Locations: To be advised,
Prerequisite(s): To be advised.
Content: Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation
Unit Hours: 14
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
VAJ500 INSTALLING ROOF COVER ON ROOF INTERSECTIONS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Roof Types; Valley Gutters; Marking and Cutting method for hips and valleys; Fitting Ridge and Hip Capping; Ridge Intersections - internal, external; Safe Work Practices
Unit 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.

VAJ501 SIZE AND DESIGN INDUSTRIAL ROOF DRAINING COMPONENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision
Unit 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.

VAJ502 WATER CLOSET
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Unit Hours: 13
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VAJ503 INSTANTANEOUS HWS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Types of Units Available and their operation; Location of Fluid Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Unit 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.

VAJ522 URINAL
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Stell Type Urinal - Installation Methods; Discharge Pipe Connections to the Drain; Water Connections; Wall Hung Type Urinal - Installation Methods; Water Connections; Provision of F.W.G.; Discharge Pipe Connections from Urinal and F.W.G. to the Drain
Unit 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.

VAJ523 SHOWER
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain
Unit 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.

VAJ524 OPERATION OF CENTRAL HEATING SYSTEMS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Heat Transmission; Boilers - Gas Fired; Piping; Heat Emitters - Heating Hot Water, High Temperature Hot Water; Pumps; Valves; Insulation; Pipe Supports; Control Systems; Controllers; Mediums; Controlled Devices
Unit 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.

VAJ558 PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Principles of Solar Heating - Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning
Unit 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.
VAJ559 SPACE HEATER
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Space Heater Operation; Space Heater Location and Size; Fueling Requirements; Gas Connection; Electrical Connection; Commissioning
Unit 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.

VAJ560 WATER SERVICE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis - Effect and Prevention
Unit 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.

VAJ582 PRINCIPLES OF INSTALLATION OF A LOW PRESSURE HWS AND TANK IN A CEILING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning
Unit 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.

VBM076 FOLLOW DEFINED OH&S POLICIES AND PROCEDURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to follow defined OH&S policies and procedures.
Unit 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.

VBM077 USE HAND AND POWER TOOLS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to use hand and power tools.
Unit 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.

VBM078 APPLY QUALITY STANDARDS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to apply quality standards.
Unit 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.

VBM079 WORK IN A TEAM ENVIRONMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to work in a team environment.
Unit 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.

VBM087 ESTIMATE AND COST JOB
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to estimate and cost job.
Unit 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.

VBM088 PERFORM ONE ON ONE TRAINING ON THE JOB
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to perform one on one training on the job.
Unit 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.

VBM089 STORE AND HANDLE HAZARDOUS AND DANGEROUS GOODS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to store and handle hazardous and dangerous goods.
Unit 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.

VBM090 MOVE AND STORE MATERIALS AND PRODUCTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to move and store materials and products.
Unit 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.

VBM091 OPERATE AND LOAD SHIFTING EQUIPMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to operate and load shifting equipment.
Unit 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.

VBM121 READ AND INTERPRET WORK DOCUMENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to read and interpret work documents.
Unit 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.

VBM187 DISMANTLE/ REASSEMBLE FURNITURE AND/OR FURNISHING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to dismantle, reassemble furniture and/or furnishing.
Unit 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.

VBM210 OPERATE BASIC STATIC MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to operate basic static machines.
Unit 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.

VBM211 SET UP BASIC STATIC MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to set up basic static machines.
Unit Hours: 44
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM212 ASSEMBLE FURNISHING COMPONENTS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to assemble furnishing components.
Unit 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.

VBM213 PREPARE SURFACES FOR FINISHING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to prepare surfaces for finishing.

Unit 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.

VBM214 CONSTRUCT FURNITURE USING LEG AND RAIL METHOD

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to construct furniture using leg and rail method.

Unit 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.

VBM215 PREPARE CUTTING LIST FROM PLANS AND JOB SPECIFICATIONS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to prepare cutting list from plans and job specifications.

Unit 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.

VBM216 CONSTRUCT JIGS AND FIXTURES

Locations: To be advised,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to construct jigs and fixtures.

Unit 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.

VBM217 REMOVE SURFACE COATINGS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to remove surface coatings.

Unit 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.

VBM218 APPLY SURFACE COATINGS BY MECHANICAL METHODS

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to apply surface coatings by mechanical methods.

Unit Hours: 140

Required Reading: -

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

VBM219 APPLY FRENCH POLISHING

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to apply french polishing.

Unit 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.

VBM220 CONSTRUCT CHAIR AND COUCH FRAMES

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to construct chair and couch frames.

Unit 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.

VBM221 PRODUCE FURNITURE USING ANGULAR AND/OR CURVED

Locations: Newport, Sunshine,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to produce furniture using angular and/or curved.

Unit 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.
VBM222 INSTALL CABINETS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to install cabinets.
Unit 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.

VBM223 CONSTRUCT AND APPLY DECORATIVE TREATMENTS AND FINISHES TO FURNITURE
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to construct and apply decorative treatments and finishes to furniture.
Unit 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.

VBM224 FOLLOW PLANS TO ASSEMBLE CABINETS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to follow plans to assemble cabinets.
Unit 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.

VBM225 SET UP, OPERATE AND MAINTAIN COMPLEX MACHINES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to set up, operate and maintain complex machines.
Unit Hours: 244
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.

VBM226 SET UP, PROGRAM AND OPERATE CNC EQUIPMENT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to set up, program and operate CNC equipment.

VBM227 APPLY SURFACE COATINGS BY HAND
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to apply surface coatings by hand.
Unit 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 RTO/workplace assignments.

VBM228 MACHINE SURFACES FOR FINISHING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to machine surfaces for finishing.
Unit 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.

VBM229 CONSTRUCT CARCASES FOR CABINETS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to construct carcases for cabinets.
Unit 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.

VBM230 APPLY LAMINATES BY HAND
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to apply laminates by hand.
Unit 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.
VBM231 MAINTAIN BASIC STATIC MACHINES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to maintain basic static machines.
Unit 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.

VBM263 MAKE UP AND/OR MATCH COLOURS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to make up and/or match colours.
Unit 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.

VBM264 MAINTAIN SPRAY EQUIPMENT AND BOOTHS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to maintain spray equipment and booths.
Unit 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.

VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Layout sign; Apply vinyl to signage; Spray application to signage; Clean up finished sign.
Unit 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.

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.
Unit 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,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Apply materials to layout; Clean up.
Unit 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.

VBM981 MANAGE SIGNAGE CONTRACTS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.
Unit 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.

VBM982 CREATE DECORATIVE BACKGROUNDS

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare work; Prepare application area; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Clean up and store equipment.
Unit 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.
**VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.

**Unit 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.

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**VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.

**Unit 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.

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**VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDuctions**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.

**Unit 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.

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**VBM986 WORKPLACE DOCUMENTS AND PLANS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.

**Unit 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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**VBM987 CAREER STUDIES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.

**Unit 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.

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**VBM988 WORKPLACE SAFETY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.

**Unit 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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**VBM989 BUILDING STRUCTURES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.

**Unit 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.

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**VBM990 LEVELLING**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.

**Unit 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.
**VBM997 CONCRETE TECHNOLOGY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.

**Unit 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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**VBN111 BASIC FIRST AID**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the student with skills, ability and knowledge to render basic first aid support to injured people.

**Unit 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.

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**VBN234 CALCULATIONS FOR THE BUILDING INDUSTRY**

**Locations:** To be advised,

**Prerequisite(s):** To be advised.

**Content:** Fractions and decimals; Ration, proportion and percent; Perimeters, areas and volumes; Units, quantities and costs.

**Unit 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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**VBN235 COMMUNICATIONS FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Communicating work related information; Giving and receiving instructions; Working in teams; Dealing with customers.

**Unit 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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**VBN236 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the building and construction industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.

**Unit 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.

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**VBN695 DRAFTING FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the knowledge and skills necessary to sketch drawings and draft basic plans used in the joinery/shopfitting/stairbuilding industry.

**Unit 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.

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**VBN696 SMALL PLANT AND PORTABLE POWER TOOLS FOR THE JOINERY/SHOPFITTING/STAIRBUILDING INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills and knowledge necessary to safely operate and maintain small plant and portable power tools used in the joinery/shopfitting/stairbuilding industry.

**Unit 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.

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**VBN697 FORM SETOUTS AND TAKE OFF QUANTITIES IN JOINERY/SHOPFITTING/STAIRBUILDING**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills and knowledge required to form basic setouts and determine quantities within the joinery/shopfitting/stairbuilding industry.

**Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to use and maintain hand tools in the joinery/shopfitting/stairbuilding industry.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge to set up and use static machinery under supervision within the joinery/shopfitting/stairbuilding industry.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to engage in construction work processes within the joinery/shopfitting/stairbuilding industry.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge required to construct basic doors and windows.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge to identify, prepare and fabricate aluminium extrusions.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge to construct display units as relevant to the shopfitting industry.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills and knowledge necessary to construct and assemble basic timber stairs.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the student with skills, ability and knowledge to enable them to confidently embark on a career in the bricklaying, carpentry or painting and decoration trades.
Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge necessary to use and maintain hand and power tools in the plumbing industry.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge necessary to read, interpret and develop technical drawings and plans related to the plumbing industry and to mark out materials for plumbing applications.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge to identify and classify fixtures, controls and appliances in plumbing applications.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge to fabricate and assemble drainage, gas and water tube and pipe systems for plumbing installations.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge to apply basic welding and cutting techniques safely in the plumbing industry.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge required to cut holes in materials and flash penetrations in plumbing applications.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge required to apply fixing techniques in plumbing applications.

Unit 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,

Prerequisite(s): To be advised.

Content: The purpose of this module is to provide the participant with skills and knowledge necessary to cut, fold, join and seal various metals and metal forms using appropriate techniques.

Unit 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.
VBP201 SOURCE INFORMATION ON DESIGN IN THE INDUSTRY CONTEXT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to source information on design in the industry context.
Unit 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.

VBP202 DEVELOP KNOWLEDGE OF DESIGN TERMINOLOGY AND CONCEPTS FOR INDUSTRY CONTEXT

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to develop knowledge of design terminology and concepts for industry context.
Unit 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.

VBP203 FOLLOW DESIGN PROCESS IN RELATION TO OWN WORK

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to follow design process in relation to own work.
Unit 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.

VBP521 WALL AND FLOOR TILING HAND AND POWER TOOLS

Locations: Newport,
Prerequisite(s): VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Content: 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.
Unit 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.

VBP522 TITLING SUBSTRATES

Locations: Newport,
Prerequisite(s): VBP521 - WALL AND FLOOR TILING HAND AND POWER TOOLS
Content: 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.
Unit 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.

VBP523 TILING ADHESIVES

Locations: Newport,
Prerequisite(s): VBP522 - TITLING SUBSTRATES
Content: 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.
Unit 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,
Prerequisite(s): VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Content: The purpose of this module is to provide the student with the skills and knowledge necessary to install wall tiles to substrates.
Unit 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,
Prerequisite(s): VBQM697 - WORKPLACE SAFETY AND INDUSTRY INDUCTION
Content: The purpose of this module is to provide the student with the skills and knowledge necessary to install floor tiles to substrates.
Unit 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.
FACULTY OF TECHNICAL AND TRADES INNOVATION

VBQM697 WORKPLACE SAFETY AND INDUSTRY INDUCTION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.
Unit 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.

VBQM698 WORKPLACE PROCEDURES FOR ENVIRONMENTAL SUSTAINABILITY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect.
Unit 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 or practical skills.

VBQM699 BASIC FIRST AID
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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 or practical skills.

VBQM700 BUILDING STRUCTURES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry.
Unit Hours: 8
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.

VBQM701 CALCULATIONS FOR THE BUILDING INDUSTRY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry.
Unit 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.

VBQM702 CAREER STUDIES
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.
Unit 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 or practical skills.

VBQM703 COMMUNICATIONS FOR THE BUILDING INDUSTRY
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the knowledge and skills to effectively communicate in the building and construction industry at a simple, routine and predictable level.
Unit 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.

VBQM704 INTRODUCTION TO SCAFFOLDING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to understand the safe erection, use and disassembly of restricted height scaffolding.
Unit 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.

**VBQM705 LEVELLING**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge to select and apply levelling in the building industry.

**Unit Hours:** 8

**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.

**VBQM706 QUALITY PRINCIPLES FOR THE BUILDING INDUSTRY**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry.

**Unit Hours:** 8

**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.

**VBQM707 SAFE HANDLING AND USE OF PLANT AND POWER TOOLS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools.

**Unit 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 or practical skills.

**VBQM708 WORKPLACE DOCUMENTS AND PLANS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans.

**Unit 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.

**VBQM709 BRICKLAYING HAND TOOLS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge related to the use of hand tools and equipment used in the bricklaying sector of the building and construction industry.

**Unit 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 or practical skills.

**VBQM710 BRICKLAYING BASIC SKILLS**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply basic bricklaying skills. This module also includes an appreciation of the principles of concrete.

**Unit Hours:** 126

**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.

**VBQM711 BRICKLAYING VENEER CONSTRUCTION PRINCIPLES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick veneer construction principles.

**Unit 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 or practical skills.

**VBQM712 BRICKLAYING CAVITY CONSTRUCTION PRINCIPLES**

**Locations:** Newport, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** The purpose of this module is to provide the participant with the skills, ability and knowledge to apply brick cavity construction principles.
Unit 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 or practical skills.

VBQM713 MASONRY BLOCKWORK
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply masonry blockwork construction principles. (Excludes the practical application of reinforced concrete masonry bond beams.)
Unit 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 or practical skills.

VBQM714 CARPENTRY HAND TOOLS
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply hand tools and equipment used in the carpentry sector of the building and construction industry.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building construction industry.
Unit Hours: 64
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.

VBQM716 BASIC SETTING OUT
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building.

Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct sub floor framing.
Unit 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.

VBQM718 WALL FRAMING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wall framing.
Unit Hours: 48
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.

VBQM719 ROOF FRAMING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roof framing.
Unit 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.

VBQM720 EXTERNAL CLADDING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding.
Unit 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.

VBQM721 INSTALLATION OF WINDOW AND DOOR FRAME
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install window and door frames.
Unit 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.

VBQM722 INTERIOR FIXING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to install interior fixing.
Unit 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.

VBQM723 INTRODUCTION TO DEMOLITION
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to demolish internal structures.
Unit 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 or practical skills.

VBQM724 FORMWORK FOR CONCRETING
Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to construct formwork for concreting.
Unit 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.

**VBQM729 PAINT APPLICATION**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply both oil and water based paints.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply timber staining, finishing and preservation.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply protective metal coatings.
Unit 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,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to apply surface coatings using spray painting equipment.
Unit Hours: 32
Required Reading: -

**VBQM733 PAPERHANGING PRINCIPLES**

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the participant with the skills, ability and knowledge to hand wallpaper.
Unit 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.

**VPAU582 UNDERTAKE SITE SURVEY AND ANALYSIS TO INFORM DESIGN PROCESS**

Locations: Newport,
Prerequisite(s): To be advised.
Content: This unit of competency 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.
Unit 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,
Prerequisite(s): To be advised.
Content: 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.

Unit 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

VPAU584 APPLY STRUCTURAL AND CONSTRUCTION TECHNOLOGY TO THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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.

Unit 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

VPAU585 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF RESIDENTIAL BUILDINGS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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).

Unit 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

VPAU586 COMPLY WITH CODES AND STANDARDS IN THE DESIGN OF COMMERCIAL BUILDINGS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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).

Unit Hours: 50
VPAU587 DESIGN SAFE BUILDINGS

Locations: Newport,
Prerequisite(s): To be advised.

Content: 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.

Unit 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,
Prerequisite(s): To be advised.

Content: 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).

Unit Hours: 90

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

VPAU589 INTEGRATE SERVICES LAYOUT INTO DESIGN DOCUMENTATION

Locations: Newport,
Prerequisite(s): To be advised.

Content: 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).

Unit 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

VPAU590 PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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).

Unit Hours: 180

Required Reading:
- Building Code of Australia Building Codes Board 2009 Canprint
- Canberra As 1684.2 - Timber framing manual As 2870 - Concrete footings & slabs Australian Standards 2009 Canprint - Canberra
- 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 an 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

VPAU592 SELECT CONSTRUCTION MATERIALS FOR BUILDING PROJECTS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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).

Unit 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 an 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,
Prerequisite(s): To be advised.
Content: 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.

Unit 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,
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 240
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,
Prerequisite(s): To be advised.
Content: 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.

Unit 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

VPAU596 MANAGE ARCHITECTURAL PROJECT ADMINISTRATION

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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.

Unit 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 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.

VPAUS97 UNDERTAKE COMPLEX ARCHITECTURAL PROJECTS

Locations: Newport,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

WRRS.1A SELL PRODUCTS AND SERVICES

Locations: Newport, Sunshine,
Prerequisite(s): To be advised.
Content: This unit involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.
Unit Hours: 18
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and RTO/workplace assignments.
SCHOOL OF ICT & ELECTROTECHNOLOGY

Below are details of courses offered by School of ICT & Electrotechnology in 2010. 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 ELECTROTECHNOLOGY [SHARED TECHNOLOGY]
Course Code: 21583VIC
Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

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

Course Objectives: 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.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Pre-requisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

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

Energy Generation

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

Robotics and Embedded Controllers

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

Photonics

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

CERTIFICATE IV IN ELECTRICAL
Course Code: 21767VIC
Campus: Sunshine,
Scope of Delivery: Part Time

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

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

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.

ICAITSO32B PROVIDE NETWORK SYSTEM ADMINISTRATION 20
ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLEING- ACA RESTRICTED RULE 60
VBP122 INSTALL AND TEST A HOME ENTERTAINMENT SYSTEM 30

Wireless Communications

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

Energy Generation

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

Robotics and Embedded Controllers

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

Photonics

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

CERTIFICATE IV IN ELECTRICAL
Course Code: 21767VIC
Campus: Sunshine,
Scope of Delivery: Part Time

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

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

To provide students with training for licensed electrical workers beyond trade level. In particular the course provides industry required skills in the following areas: Electrical Business Management and Contracting; Programmable Logic Controllers; Motor Control; Industrial Control; Mechatronics.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

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

PMDB05409A 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

Elective Units of Study

VBQU471 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS 60
VBQU472 PROVIDE SOLUTIONS TO PROBLEMS IN ELECTRONIC POWER CONTROL SYSTEMS 60
VBQU473 DEVELOP, ENTER AND VERIFY PROGRAMS FOR INDUSTRIAL CONTROL SYSTEMS USING HIGH LEVEL LANGUAGE 60
VBQU474 PROVIDE SOLUTIONS TO PROBLEMS IN BASIC INDUSTRIAL CONTROL SYSTEMS 60

Certificate II in Electrotechnology Studies (Pre-Vocational)

Course Code: 21887VIC

Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

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

Entry Requirements: Other

Selection Criteria: Direct Entry, Interview, Practical Test

Course Duration: 0.5 years

Course Structure: To achieve the award of a Certificate II in Electrotechnology Studies (Pre-vocational) participants must successfully complete 14 units of competency consisting of:

- all 12 core units; and
- any 2 elective units.

Core Units of Study

MEM12024A PERFORM COMPUTATIONS 30
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
UEENEEE033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
UEENEEE040B IDENTIFY AND SELECT COMPONENTS/ASSSESSORIES/MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES 80
UEENEEE042B PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECHNOLOGY WORK ACTIVITIES 120
UEENEEK012B PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES 40
UEENEEP002B ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY 10
UEENEEP008B CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT 20

Elective Units of Study

UEENEEC001B USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECHNOLOGY ENVIRONMENT 60

Facility of Technical and Trades Innovation
Achieve all three core units below

**Core Units of Study**

- **UEENEF001B** LAY AND CONNECT CABLELING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES 20
- **UEENEF006B** SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS 40
- **UEENEH001B** CARRY OUT BASIC REPAIRS TO COMPUTER EQUIPMENT BY REPLACEMENT OF MODULES/SUB-ASSEMBLIES 40
- **UEENEH002B** CARRY OUT BASIC REPAIRS TO ELECTRONIC APPARATUS BY REPLACEMENT OF COMPONENTS 40
- **UEENEH003B** SET UP AND TEST RESIDENTIAL AUDIO/VIDEO EQUIPMENT 40
- **UEEJ002B** PREPARE REFRIGERATION TUBING AND FITTINGS 40
- **UEEJ003B** DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS 40
- **UETD001A** APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES 40
- **UETD002A** OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPARATUS 40
- **VBN782** PERFORM BASIC WELDING AND THERMAL CUTTING PROCESSES TO FABRICATE ENGINEERING STRUCTURES 60

**CERTIFICATE I IN INFORMATION TECHNOLOGY**

**Course Code**: ICA10105

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

**Scope of Delivery**: Part Time, Full Time

**Career Opportunities**: 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 Objectives**: 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 an understanding of a wide range of computer concepts.

The course is appropriate for people wanting a basic qualification in the information technology field. The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

**Entry Requirements**: Other There are no specific entry requirements for this qualification.

**Selection Criteria**: Direct Entry

**Course Duration**: 0.5 years

**Course Structure**: The course is 15 weeks full-time or part-time equivalent.

- Core Units of Study
  - Achieve all three core units below
    - **ICAU1132B** OPERATE A PRESENTATION PACKAGE 25
    - **ICAU1131B** OPERATE A DATABASE APPLICATION 40
    - **ICAU1130B** OPERATE A SPREADSHEET APPLICATION 30
    - **ICAU1129B** OPERATE A WORD PROCESSING APPLICATION 30
    - **ICAU1128B** OPERATE A PERSONAL COMPUTER 30
    - **ICAU1213B** CONDUCT ON-LINE TRANSACTIONS 10
    - **ICAU1211B** OPERATE ACCOUNTING APPLICATIONS 30
    - **ICAU1204B** LOCATE AND USE RELEVANT ONLINE INFORMATION 20
    - **ICAU1215B** USE PERSONAL PRODUCTIVITY TOOL 20
    - **ICAU2005B** OPERATE COMPUTER HARDWARE 20
    - **ICAU2007B** MAINTAIN EQUIPMENT AND CONSUMABLES 20
    - **ICAU2013B** INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
    - **ICAW2002B** COMMUNICATE IN THE WORKPLACE 20
    - **ICAW2000B** MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION 10
  - 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)
    - **BSBCMN106A** FOLLOW WORKPLACE SAFETY PROCEDURES 10
    - **CUVSVP11A** APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES 50
    - **ICAI2015B** INSTALL SOFTWARE APPLICATIONS 20
    - **ICAS1193B** CONNECT WORKSTATION TO THE INTERNET 10
    - **ICAS2008B** COMMUNICATE IN THE WORKPLACE 20
    - **ICAS2007B** MAINTAIN SYSTEM INTEGRITY 20
    - **ICAS2243B** DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE 10
- **ICAI2012B** CHECK SITE SECURITY 10
- **ICAI1131B** OPERATE A DATABASE APPLICATION 40
- **ICAI1132B** OPERATE A PRESENTATION PACKAGE 25
- **ICAI1204B** LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- **ICAI1211B** OPERATE ACCOUNTING APPLICATIONS 30
- **ICAI1213B** CONDUCT ON-LINE TRANSACTIONS 10
- **ICAI1215B** USE PERSONAL PRODUCTIVITY TOOL 20
- **ICAI2005B** OPERATE COMPUTER HARDWARE 20
- **ICAI2007B** MAINTAIN EQUIPMENT AND CONSUMABLES 20
- **ICAI2013B** INTEGRATE COMMERCIAL COMPUTING PACKAGES 30
- **ICAI2002B** COMMUNICATE IN THE WORKPLACE 20

**CERTIFICATE II IN INFORMATION TECHNOLOGY**

**Course Code**: ICA20105

**Campus**: Werribee, City Flinders, Sunbury, TBA.

**Scope of Delivery**: Part Time, Full Time

**Career Opportunities**: The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

**Course Objectives**: This VET in Schools program Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

Provides foundation ICT skills and knowledge for an individual to be an effective ICT user or employee.

**Entry Requirements**: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria**: Direct Entry

**Course Duration**: To be advised.

**Course Structure**: The course is 1 semester full-time. Full-time; Part-time; VET in...
<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve all eight core units below</td>
<td></td>
</tr>
<tr>
<td>BSBCM1106A FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>ICAU2001B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES</td>
<td>40</td>
</tr>
<tr>
<td>ICAU2005B OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2006B OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>ICAU2013B INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>30</td>
</tr>
<tr>
<td>ICAU2231B USE COMPUTER OPERATING SYSTEMS</td>
<td>20</td>
</tr>
<tr>
<td>ICW2010B WORK EFFECTIVELY IN AN IT ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>ICW2002B COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>Elective Units chosen from the following electives list - PLUS achieve 3 Elective Units chosen from the following sources (listed in recommended order)</td>
<td></td>
</tr>
<tr>
<td>ICA2010S Electives list above; and/or</td>
<td></td>
</tr>
<tr>
<td>from elsewhere in the ICA05 Information and Communications Technology Training Package ICA05 (at Certificate II or Certificate III); and/or</td>
<td></td>
</tr>
<tr>
<td>preferred Training Packages (BSB01 Business Services; ICT02 Telecommunications; CUF01 Film, TV, Radio and Multimedia; ICT05 Printing and Graphic Arts; WRR02 Retail, CUF03 Visual Arts, Craft and Design (at Certificate II or Certificate III); and/or</td>
<td></td>
</tr>
<tr>
<td>any other Training Package (at Certificate II or Certificate III) based on documented industry or enterprise need.</td>
<td></td>
</tr>
<tr>
<td>ICA2D003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAD3218B CREATE USER DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAD2015B INSTALL SOFTWARE APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICASI021B CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2008B MAINTAIN INVENTORIES FOR EQUIPMENT, SOFTWARE AND DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>ICAS2009B INTERACT WITH CLIENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2010B APPLY PROBLEM SOLVING TECHNIQUES TO ROUTINE MALFUNCTIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2014B CONNECT HARDWARE PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2016B RECORD CLIENT SUPPORT REQUIREMENTS</td>
<td>10</td>
</tr>
<tr>
<td>ICAS2017B MAINTAIN SYSTEM INTEGRITY</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2243B DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE</td>
<td>10</td>
</tr>
<tr>
<td>ICAS3034B DETERMINE AND ACTION NETWORK PROBLEMS</td>
<td>30</td>
</tr>
<tr>
<td>ICAS3115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3121B ADMINISTER NETWORK PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3234B CARE FOR COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAT3025B RUN STANDARD DIAGNOSTIC TESTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAU1128B OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
</tr>
<tr>
<td>ICAU2007B MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3004B PROVIDE ADVICE TO CLIENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAS3234B PROVIDE ADVICE TO CLIENTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAS3004B PROVIDE ADVICE TO CLIENTS</td>
<td>20</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN INFORMATION TECHNOLOGY (SOFTWARE APPLICATIONS)**

**Course Code:** ICA30105

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

**Scope of Delivery:** Part Time, Full Time


**Course Objectives:** This course enables students to gain a broad range of skills and knowledge to provide web software support and application.

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

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). *Middle-band consideration is given to performance in the full range of VCE studies undertaken.

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**Course Structure:** The course may be offered on 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

<table>
<thead>
<tr>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA3010B WORK INDIVIDUALLY OR AS A TEAM MEMBER TO ACHIEVE ORGANISATIONAL GOALS</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>ICPKM315A APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR</td>
</tr>
<tr>
<td>60</td>
</tr>
<tr>
<td>ICMM321A CAPTURE A DIGITAL IMAGE</td>
</tr>
<tr>
<td>40</td>
</tr>
<tr>
<td>ICMM263A ACCESS AND USE THE INTERNET</td>
</tr>
<tr>
<td>20</td>
</tr>
</tbody>
</table>
### Specialist Core 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)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAU3019B</td>
<td>Migrate to New Technology</td>
<td>20</td>
</tr>
<tr>
<td>ICAU3028B</td>
<td>Customise Packaged Software Applications for Clients</td>
<td>60</td>
</tr>
<tr>
<td>ICAU3126B</td>
<td>Use Advanced Features of Computer Applications</td>
<td>40</td>
</tr>
<tr>
<td>ICAU3110B</td>
<td>Implement System Software Changes</td>
<td>20</td>
</tr>
</tbody>
</table>

### Specialist Core Stream - Network Administration (6 Units)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAI3101B</td>
<td>Install and Manage a Network</td>
<td>40</td>
</tr>
<tr>
<td>ICAS3024B</td>
<td>Provide Basic System Administration</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3032B</td>
<td>Provide Network Systems Administration</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3034B</td>
<td>Determine and Action Network Problems</td>
<td>30</td>
</tr>
<tr>
<td>ICAS3120B</td>
<td>Configure and Administer a Network Operating System</td>
<td>50</td>
</tr>
<tr>
<td>ICAS3121B</td>
<td>Administer Network Peripherals</td>
<td>20</td>
</tr>
</tbody>
</table>

### Elective Units of Study

- A minimum of two elective units from the following sources:
  - Other ICA30105 streams not already selected; and/or
  - ICA30105 electives listed in the ICA05 Training Package
  - Elsewhere in the Information and Communications Technology Training Package (ICA05) at Certificate III or Certificate IV level.

### Selection Criteria:

- Course Duration: To be advised.
- Course Objectives: (For continuing students only)

Other 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 Printing and Graphic Arts; WRRO2 Retail; CIVO3 Visual Arts, Craft and Design) and/or
  - any other Training Package (at Certificate III or Certificate IV) based on documented industry or enterprise need

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

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

- Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*.

  - Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
  - Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*.

- Middle-band consideration is given to performance in the full range of VCE studies undertaken.

- Students who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

- Course Structure: One year full time study. Full-time, Part-Time, Trainee, workplace delivery.

### Certificate IV Information Technology (Support)

- Course Code: ICA40205
- Campus: Werribee, City Flinders, Sunbury, TBC
- Scope of Delivery: Part Time, Full Time
- Course Objectives: (For continuing students only)
FACULTY OF TECHNICAL AND TRADES INNOVATION

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCMN304A</td>
<td>CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING</td>
<td>30</td>
</tr>
<tr>
<td>ICAA401B</td>
<td>DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>ICAB4225B</td>
<td>AUTOMATE PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>ICAD4043B</td>
<td>DEVELOP AND PRESENT A FEASIBILITY REPORT</td>
<td>30</td>
</tr>
<tr>
<td>ICAD4217B</td>
<td>CREATE TECHNICAL DOCUMENTATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4022B</td>
<td>DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS</td>
<td>40</td>
</tr>
<tr>
<td>ICAS4106B</td>
<td>ACTION AND COMPLETE CHANGE REQUESTS</td>
<td>40</td>
</tr>
<tr>
<td>ICAS4113B</td>
<td>IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4114B</td>
<td>IMPLEMENT MAINTENANCE PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>ICAT4221B</td>
<td>LOCATE EQUIPMENT, SYSTEMS AND SOFTWARE FAULTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAW4214B</td>
<td>MAINTAIN ETHICAL CONDUCT</td>
<td>20</td>
</tr>
<tr>
<td>PSPMN402B</td>
<td>IMPLEMENT SIMPLE PROJECTS</td>
<td>65</td>
</tr>
</tbody>
</table>

Specialist Stream Units of Study

Achieve all units in 1 of the 2 Specialist Core Streams (Database Administration or Help Desk)

Database Administration (6 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAB4060B</td>
<td>IDENTIFY PHYSICAL DATABASE REQUIREMENTS</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>
<tr>
<td>ICAS4107B</td>
<td>MANAGE RESOLUTION OF SYSTEM FAULTS ON A LIVE SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>ICAS4108B</td>
<td>COMPLETE DATABASE BACK-UP AND RECOVERY</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4125B</td>
<td>MONITOR AND ADMINISTER A DATABASE</td>
<td>30</td>
</tr>
<tr>
<td>ICAB4170B</td>
<td>BUILD A DATABASE</td>
<td>30</td>
</tr>
</tbody>
</table>

Help Desk (7 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAS4023B</td>
<td>PROVIDE ONE-TO-ONE INSTRUCTION</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4033B</td>
<td>ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4109B</td>
<td>EVALUATE SYSTEM STATUS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4134B</td>
<td>PROVIDE FIRST-LEVEL REMOTE HELP DESK SUPPORT</td>
<td>30</td>
</tr>
<tr>
<td>ICAW4027B</td>
<td>RELATE TO CLIENTS ON A BUSINESS LEVEL</td>
<td>20</td>
</tr>
<tr>
<td>ICTCC121A</td>
<td>USE AN ENTERPRISE INFORMATION SYSTEM</td>
<td>40</td>
</tr>
</tbody>
</table>

DIPLOMA IN INFORMATION TECHNOLOGY (GENERAL)

Course Code: ICA50105

Course Objectives: 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.

Provides the skills and knowledge for an individual to be competent in a range of ICT fields. Depending on the stream chosen, this qualification offers pathways into a number of ICT qualifications at Advanced Diploma level.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

Course Structure: 12-18 months full-time study. Full-time, Part-time.

Core Units of Study

Achieve all six core units below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPM505A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
</tr>
<tr>
<td>ICAA5056B</td>
<td>PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5158B</td>
<td>TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>ICAP5039B</td>
<td>MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE</td>
<td>20</td>
</tr>
<tr>
<td>ICASS202B</td>
<td>ENSURE PRIVACY FOR USERS</td>
<td>20</td>
</tr>
<tr>
<td>PSPMN502B</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>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAA5054B</td>
<td>VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAA5138B</td>
<td>DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS</td>
<td>30</td>
</tr>
<tr>
<td>ICAA5148B</td>
<td>IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS</td>
<td>20</td>
</tr>
<tr>
<td>ICAA5151B</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>ICAA5152B</td>
<td>IMPLEMENT RISK MANAGEMENT PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>ICAA5111B</td>
<td>REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES</td>
<td>20</td>
</tr>
</tbody>
</table>

SPECIALIST CORE STREAM - CLIENT SUPPORT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFILM512A</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
</tr>
<tr>
<td>ICAA5143B</td>
<td>IMPLEMENT PROCESS RE ENGINEERING STRATEGIES IN AN ORGANISATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAA5148B</td>
<td>MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>20</td>
</tr>
<tr>
<td>ICAP5036B</td>
<td>DETERMINE APPROPRIATE IT STRATEGIES AND SOLUTIONS</td>
<td>30</td>
</tr>
<tr>
<td>ICATS083B</td>
<td>DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST</td>
<td>20</td>
</tr>
</tbody>
</table>

SPECIALIST CORE STREAM - COMMUNICATION AND DOCUMENTATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA5161B</td>
<td>BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE</td>
<td>30</td>
</tr>
</tbody>
</table>
ICAD5092B  UPDATE AND DOCUMENT OPERATIONAL PROCEDURES 30
ICAD5210B  ANALYSE INFORMATION AND ASSIGN META TAGS 20
ICAS5102B  ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
ICAS5103B  ESTABLISH AND MAINTAIN CLIENT USER LIASON DURING SUPPORT ACTIVITY 20
ICAS5105B  COORDINATE CHANGE REQUESTS 20

SPECIALIST CORE STREAM - HARDWARE AND OPERATING SYSTEMS
ICAA5150B  EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
ICAB5160B  BUILD AND CONFIGURE A SERVER 50
ICAI5087B  ACQUIRE SYSTEM COMPONENTS 10
ICAS5104B  DETERMINE MAINTENANCE STRATEGY 30

SPECIALIST CORE STREAM - NETWORKS
ICAA5145B  IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
ICAB5159B  BUILD A SECURITY SHIELD FOR A NETWORK 40
ICAI5173B  INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH 10
ICAI5176B  INSTALL AND CONFIGURE ROUTER 20

SPECIALIST CORE STREAM - SOFTWARE
ICAB5062B  PERFORM DATA CONVERSION 20
Subject ICAB4229A not found
ICAB5228B  MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
ICAB5230B  MAINTAIN CUSTOM SOFTWARE 40
ICAT4242B  PERFORM UNIT TEST FOR A CLASS 40
ICAT5079B  PERFORM INTEGRATION TEST 30

SPECIALIST CORE STREAM - MULTIMEDIA AND WEBSITES
CUFANM01A  DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION 40
CUFRAD01A  ORIGINATE AND DEVELOP THE CONCEPT 60
CUFWRT07A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
ICAA5141B  DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
ICAB5165B  CREATE DYNAMIC PAGES 30
ICAB5177B  BUILD JAVA APPLETS 30
ICAB5180B  INTEGRATE DATABASE WITH A WEBSITE 25
ICASS203B  EVALUATE AND SELECT A WEB HOSTING SERVICE 15
ICAU5208B  USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT 20

SPECIALIST CORE STREAM - DATABASE
ICAA5046B  MODEL PREFERRED SYSTEM SOLUTIONS 30
ICAA5049B  DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS 60
ICAA5050B  DEVELOP DETAILED COMPONENT SPECIFICATIONS FROM PROJECT SPECIFICATIONS 40
ICAA5147B  DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY 30

Elective Units of Study
Achieve 3 Elective Units Chosen from the ICA50105 specialist core (above) or specialist elective streams (below) not already selected—PLUS
Achieve 3 Elective Units Chosen from the following sources (Listed in Recommended Order)
DIPLOMA OF INFORMATION TECHNOLOGY (NETWORKING)

Course Code: ICA50405
Campus: Werribee, City Flinders, Sunbury, TBC
Scope of Delivery: Part Time, Full Time

Career Opportunities: E-Security Analyst/Manager, Intranet Engineer, Network Engineer, Senior Java Developer or Systems Engineer.

Course Objectives: This course provides the skills and knowledge for an individual to be competent in high-level network management and engineering. Provides the skills and knowledge for an individual to be competent in high-level network management and engineering.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

Course Structure: Approx. 410 hours full-time. Full-time, Part-time, Onshore international students

Core Units of Study
- ICA5146B DEVELOP WEBSITE INFORMATION ARCHITECTURE 30
- ICA5199B MANAGE BUSINESS WEBSITES AND SERVERS 30
- ICPMM41CA INTEGRATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
- ICPMM42CA INTEGRATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS 40
- ICPMM43CA INTEGRATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS 30
- ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 50
- ICA5139B DESIGN A DATABASE 50
- ICA5153B MODEL DATA OBJECTS 30
- ICA5148B MODEL DATA PROCESSES 30
- ICA5170B BUILD A DATABASE 30

Specialist Units of Study

Achieve 6 Elective Units from the Specialist Electives list below:
- ICA5044B DESIGN PLAN 30
- ICA5144B DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK 20
- ICA5145B IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK 20
- ICA5151B GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS 30
- ICA8519B BUILD A SECURITY SHIELD FOR A NETWORK 40
- ICAS5160B BUILD AND CONFIGURE A SERVER 50
- ICAS5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER 30
- ICAS5238B BUILD A HIGHLY SECURE FIREWALL 30
- ICA5173B INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH 10
- ICA5174B INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS 10
- ICA5176B INSTALL AND CONFIGURE ROUTER 20
- ICA5196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGY 20
- ICA5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES 25
- ICAPS509B MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
- ICA5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20
- ICA5123B MANAGE NETWORK SECURITY 50
- ICA5192B CONFIGURE AN INTERNET GATEWAY 20

Elective Units of Study

Achieve 6 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; BSBD01 Business Services; CUF01 Film, TV, Radio and Multimedia; ICPP9 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: Werribee, City Flinders, Sunbury, TBA
Scope of Delivery: Part Time, Full Time

Career Opportunities: Business Intelligence/Data Warehousing Consultants, ColdFusion Developer, CRM Database Designer, Data Warehouse Trainer, Data Warehousing and Business Intelligence Manager, Database Designer, Database Developer, Database Specialist, Developer, Senior Database Administrator, Senior Project manager - Data Warehousing CRM.

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; and well rounded in a range of other competencies.
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 re engineering, QA, business analysis and client expectations.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*.

- **Year 12 Prerequisites:** Units 3 and 4 - Study score of at least 20 in English (any).
- **Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
- **Non-current Year 12 applicants:** ENTER and/or academic record*.
- **Middle-band consideration is given to performance in the full range of VCE studies undertaken.** Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**Course Structure:** 12 - 18 months 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
- **ICAA5054B** VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
- **ICAA5056B** PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
- **ICAA5139B** 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 20
- **ICAB5068B** BUILD USING RAPID APPLICATION DEVELOPMENT 40
- **ICAP5039B** MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
- **ICAS5102B** ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
- **ICAS5202B** ENSURE PRIVACY FOR USERS 20
- **PSPPM502B** MANAGE COMPLEX PROJECTS 80

**Elective Units of Study**

A minimum of four units from the following:

- Information Technology and Communications Training Package (ICT05 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; BSB101 Business Services; CLF01 Film, TV, Radio and Multimedia; ICP09 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

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**DIPLOMA OF INFORMATION TECHNOLOGY (WEBSITE DEVELOPMENT)**

- **Course Code:** ICA50605
- **Campus:** Werribee, City Flinders, Sunbury, TBC
- **Scope of Delivery:** Part Time, Full Time
- **Career Opportunities:** Analyst/Systems Analyst, eCommerce Programmer, Java Developer, Project Manager, WAP Designer/Developer, Web Architect, Web Business Development Manager or Web Programmer/Software Engineer.
- **Course Objectives:** 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.

**Selection Criteria:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

- **Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
- **Non-current Year 12 applicants:** ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advisad.

**Course Structure:** 12 - 18 months full-time study. Full-time, Part-time, Onshore international students

**Core Units of Study**

- **BSBPM505A** MANAGE PROJECT QUALITY 40
- **ICAA5054B** VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
- **ICAA5056B** PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS 30
- **ICAA5141B** DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS 40
- **ICAA5146B** DEVELOP WEBSITE INFORMATION ARCHITECTURE 30
- **ICAA5158B** TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS 20
- **ICAB5068B** BUILD USING RAPID APPLICATION DEVELOPMENT 40
- **ICAP5039B** MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
- **ICAS5102B** ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
- **ICAS5202B** ENSURE PRIVACY FOR USERS 20
- **ICUS5202B** USE SITE SERVER TOOLS FOR TRANSACTION MANAGEMENT 20

**Middle-band:** 20%
DIPLOMA IN INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT) (I)

Course Code: ICAS0705

Campus: Werribee, Footscray Nicholson, St Albans,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Games Developer, Games Programmer, Programming/Software Engineer, Software Developer, or Software Engineer, Xbox Programmer

Course Objectives: This course provides training in computer programming and software development. A competent person could work as a specialist in the area of programming including the ICT and programming aspects of games development.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.*

Selection Criteria: Direct Entry, VTAC

Course Duration: To be advised.

Course Structure: 12-18 months full-time. Full-time, Part-time or Onshore international students

Core Units of Study

- BSBPM505A MANAGE PROJECT QUALITY 40
- ICAAS054B VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS 20
- ICAAS151B GATHER DATA TO IDENTIFY BUSINESS DESIGN REQUIREMENTS 30
- ICAAB5068B BUILD USING RAPID APPLICATION DEVELOPMENT 40
- ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
- ICAB5230B MAINTAIN CUSTOM SOFTWARE 40
- ICAP5039B MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 20
- ICASS102B ESTABLISH AND MAINTAIN CLIENT USER LIASON 20
- ICATS081B PERFORM SYSTEMS TEST 30

Specialist Units of Study

Achieve 4 Elective Units from the Specialist Electives list below:

- ICAM5030A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE 40
- ICAM5038A PERFORM SYSTEMS TEST 30
- ICAAB5227B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS 40
- ICAM5038B PERFORM SYSTEMS TEST 30

Elective Units of Study

Achieve 4 Elective Units Chosen from the following sources further units from the Specialist Electives list above; and/or

DIPLOMA IN INFORMATION TECHNOLOGY (MULTIMEDIA) (I)

Course Code: ICAS0905

Campus: Werribee, Footscray Nicholson, St Albans,

Scope of Delivery: Full Time

Career Opportunities: Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Course Objectives: This course provides students with the skills needed to design and develop multimedia applications, multimedia programming, authoring, animation, digital imaging, and client liaison.

The course has a specific emphasis on the skills needed to design and develop multimedia applications. These include Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.*

Selection Criteria: Direct Entry, VTAC Selection will be based on academic progress in ICA05105.

Course Duration: To be advised.
Course Structure: This course is one year full-time or 1.5 years full-time study.

Core Units of Study

- CUFMEM02A  AUTHOR A MULTIMEDIA PRODUCT 50
- ICAS5202B  ENSURE PRIVACY FOR USERS 20
- ICPMM581A  MANAGE MULTIMEDIA PRODUCTION 50
- ICPMM582A  MANAGE MULTIMEDIA PROJECTS 50
- ICPPP411A  UNDERTAKE A COMPLEX DESIGN BRIEF 80
- PSPPM502B  MANAGE COMPLEX PROJECTS 80

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.

- CUFIMA01A  PRODUCE AND MANIPULATE DIGITAL IMAGES 20
- CUFMEM06A  DESIGN A MULTIMEDIA PRODUCT 50
- CUFMEM07A  APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
- CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
- ICPPP311A  DEVELOP A DETAILED DESIGN CONCEPT 60

- CUFANM01A  DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION 40
- CUFIMA03A  CREATE 2D DIGITAL ANIMATION 35
- CUFIMA04A  CREATE 3D DIGITAL ANIMATION 75
- CUFIMA05A  CREATE 3D DIGITAL MODELS AND IMAGES 75

GAME DEVELOPMENT

- CUFMEM09A  APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
- ICAA4055B  APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
- ICAB4075B  USE A LIBRARY OR PREEXISTING COMPONENTS 40
- ICAB4219B  APPLY INTRODUCTORY OBJECT ORIENTED LANGUAGE SKILLS 60
- ICAB5223B  APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS 50
- ICAB5226B  APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS 80
- ICAT4242B  PERFORM UNIT TEST FOR A CLASS 40

WEBSITE

- ICAA5035B  RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
- ICAB4137B  PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES 40
- ICAB5165B  CREATE DYNAMIC PAGES 30
- ICAT4183B  CONFIRM ACCESSIBILITY OF WEBSITE DESIGN FOR PEOPLE WITH SPECIAL NEEDS 20
- ICAT4185B  CREATE A WEBSITE TESTING PROCEDURE 20
- ICAT4186B  CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES 20
- CUFMEM12A  UPDATE WEB PAGES 30

MULTIMEDIA DEVELOPMENT

- CUFMEM01A  USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE 40
- CUFMEM04A  TEST A MULTIMEDIA PRODUCT 40
- CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
- CUFMEM11A  DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
- CUFWR107A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
- CUFWR102A  WRITE THE SCRIPT 50
- ICPKN315A  APPLY KNOWLEDGE AND REQUIREMENTS OF THE MULTIMEDIA SECTOR 60

DIGITAL AND VIDEO

- CUFCAM01A  SET UP AND OPERATE A BASIC VIDEO CAMERA 50
- CUFCAM03A  COMPOSE CAMERA SHOTS AND OPERATE A CAMERA 50
- CUFCAM04A  OPERATE A CAMERA UNDER SPECIAL CONDITIONS 20
- CUFMEM13A  INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25
- ICPM321A  CAPTURE A DIGITAL IMAGE 40
- ICPMM346A  INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS 40

COMMUNICATION

- BSBPM505A  MANAGE PROJECT QUALITY 40
- CUSADM07A  ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS 70
- CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
- ICAA5102B  ESTABLISH AND MAINTAIN CLIENT USER LIAISON 20

Elective Units of Study

Achieve 5 Elective Units Chosen from the following sources (Listed in Recommended Order) from the Elective Cluster units above; and/or elsewhere in the ICA05 Information and Communications Technology Training Package at Diploma or Advanced Diploma (up to 3 units can be selected at Certificate IV); and/or preferred Training Packages at Diploma or Advanced Diploma (CUF01 Film, TV, Radio and Multimedia; ICP99 Printing and Graphic Arts; WRR02 Retail; CUV03 Visual Arts, Craft and Design); and/or any other Training Package (up to a maximum of 2 units) at Diploma or Advanced Diploma based on documented industry or enterprise needs.

ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY

Course Code: ICA60105

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

Scope of Delivery: Part Time, Full Time

Career Opportunities: When you graduate you will be qualified for advanced ICT roles.

Course Objectives: This course incorporates high-level ICT, process improvement and business skills and knowledge.

 Provides high level ICT, process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year

SCHOOL OF ICT & ELECTROTECHNOLOGY
12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, VTAC
Course Duration: To be advised.
Course Structure: 12 months full time Full-time, Part-time, Onshore international students
Core Units of Study
BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION 40
PSPPM601B DIRECT COMPLEX PROJECT ACTIVITIES 40
ICAI6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES 30
Specialist Stream Units of Study
A minimum of five units from one of the specialist streams:
SYSTEMS OR SOFTWARE PROCESS IMPROVEMENT
BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSBFMLM509B FACILITATE CONTINUOUS IMPROVEMENT 60
BSBFMLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION 60
ICAI6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
ICAI6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30
SYSTEMS DEVELOPMENT
ICAI5035B RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATIONS 20
ICAI6149B IMPLEMENT QUALITY ASSURANCE PROCESSES FOR BUSINESS SOLUTIONS 30
ICAI6157B DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION 30
ICAP6040B DEVELOP CONTRACTS AND MANAGE CONTRACTED PERFORMANCE 30
PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS 10
E-LEARNING
CUFMEM06A DESIGN A MULTIMEDIA PRODUCT 50
TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
TAADELS501A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
TADESS501A DESIGN AND DEVELOP LEARNING STRATEGIES 40
TAAEVS501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40
KNOWLEDGE MANAGEMENT
BSBEBUS551A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
BSBEBUS609A DEVELOP A KNOWLEDGE MANAGEMENT STRATEGY FOR AN E-BUSINESS 40
ICAI5216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM 20
ICAI5150B EVALUATE VENDOR PRODUCTS AND EQUIPMENT 20
ICAI5138B DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS 30
Elective Units of Study
A minimum of eight units chosen from the following: (listed in preferential order)
Any ICA60105 - Specialist Stream units (a) (units not already taken); And/or any ICA60105 Specialist Electives Stream units as listed in the Information and Communications Technology Training Package (ICAO5)And/or ICA60105 General Electives list as listed in the 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.

CERTIFICATE II IN TECHNICAL SECURITY
Course Code: PRS20203
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Students would be qualified to install security systems
Course Objectives: To give participants the skills, knowledge, confidence and qualification to be able to work in the Technical Security field.
Entry Requirements: Other There are no entry requirements for this course.
Selection Criteria: Interview, User Choice (Apprenticeships), Employer Choice
Course Duration: 3 months
Course Structure: Students must successfully complete 8 Units in total: 7 Core units and 1 Elective
Core Units of Study
PRSTS201A PROVIDE A SERVICE TO CUSTOMERS 16
PRSTS202A INSTALL SECURITY EQUIPMENT/SYSTEM 40
PRSS0201A COMMUNICATE EFFECTIVELY IN THE SECURITY INDUSTRY 24
PRSS0202A MAINTAIN WORKPLACE SAFETY 16
PRSS0203A WORK EFFECTIVELY IN THE SECURITY INDUSTRY 40
PRSTS207A PERFORM ROUTINE MAINTENANCE 30
ICTIC136B INSTALL AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLING: ACA 60
Elective Units of Study
PRSTS204A INSTALL CCTV EQUIPMENT/SYSTEMS 30
CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR
Course Code: UEE20507
Campus: Werribee, City Flinders, Sunbury, TBA
Scope of Delivery: Part Time, Full Time
Career Opportunities: Graduates of this course could be employed in the following areas: PC assembly and repairs, computer and electronics sales and sales support, computer installations. This course is a pathway into higher studies in electrotechnology.
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.
Entry Requirements: Other Applicants must be 17 years of age or older.
Selection Criteria: Direct Entry, Written Application
Course Duration: To be advised.
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
- UEEENE002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80
- UEEENE004B USE ENGINEERING APPLICATIONS SOFTWARE 40
- UEEENE043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40
- UEEENE046B SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK 40
- UEEENE018 APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEEENE028 DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEEENE038B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEEENE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
Elective Units of Study
- UEEENCC018 MAINTAIN DOCUMENTATION 20
- UEEENCC028 SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
- UEEENCC08B RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK 20
- UEEENEO18 DELIVER A SERVICE TO CUSTOMERS 20
- UEEENEO18 USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
- UEEENEO28 PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
- UEEENEO42A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
- UEEENEO12B SUPPORT COMPUTER HARDWARE AND SOFTWARE 120
- UEEENE058B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEEENA01B ASSEMBLE ELECTRONIC APPARATUS 40
- UEEENE048 SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40

CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN
Course Code: UEE30807
Campus: Sunshine,
Scope of Delivery: Part Time
Career Opportunities: Graduates of this course would be employed as Licensed A Grade Electrician.
Course Objectives: This course provides training for registered apprentices to become licensed electricians.
Entry Requirements: Other To qualify for admission to the course, applicants must come through the DELTA system and be a registered apprentice.
Selection Criteria: User Choice (Apprenticeships), Employer Choice DELTA
Course Duration: To be advised.
Course Structure: TBA, Part-time, block release.
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
- UEEENE020B PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES 20
- UEEENE01B APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEEENE02B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 20
- UEEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 20
- UEEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 20
- UEEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 20
- UEEENE03B SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEENE05B FIX AND SECURE EQUIPMENT 20
- UEEENE07B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEENE08B LAY WIRING AND TERMINATE ACCESSORIES FOR EXTRA-LOW VOLTAGE CIRCUITS 40
- UEEENE03B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL WORK 40
- UEEENE02B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
- UEEENE02B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
- UEEENE03B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS 120
- UEEENE03B INSTALL WIRING AND ACCESSORIES FOR LOW VOLTAGE CIRCUITS 80
- UEEENE04B INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT 80
- UEEENE05B VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS 40
- UEEENE07B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS 120
- UEEENE08B FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS 20
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<td>INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS</td>
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<td>DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEK028B</td>
<td>SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS</td>
<td>60</td>
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<tr>
<td>UENEK029B</td>
<td>DESIGN RENEWABLE ENERGY HEATING SYSTEMS</td>
<td>120</td>
</tr>
<tr>
<td>UENEK030B</td>
<td>SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>UENEK031B</td>
<td>DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW</td>
<td>60</td>
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<tr>
<td>UENEK032B</td>
<td>DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES</td>
<td>20</td>
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<tr>
<td>UENEK033B</td>
<td>DESIGN HYBRID POWER SYSTEMS</td>
<td>80</td>
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<tr>
<td>UENEK034B</td>
<td>INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS</td>
<td>60</td>
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<tr>
<td>UENEK035B</td>
<td>DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS</td>
<td>120</td>
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<tr>
<td>UENEK036B</td>
<td>PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION</td>
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<tr>
<td>UENEK040B</td>
<td>DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS</td>
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<tr>
<td>UENEK041B</td>
<td>DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS</td>
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<tr>
<td>UENEEM001B</td>
<td>REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS</td>
<td>20</td>
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</table>
ADVANCED DIPLOMA OF ELECTRICAL ENGINEERING

Course Code: UEE60107

Campus: Sunshine

Scope of Delivery: Part Time, Full Time

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

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”.

Entry Requirements: Other To qualify for admission to the course, applicants must be a currently registered electrician.

Selection Criteria: Direct Entry, VTAC

Course Duration: 2 years

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

- UEEEEE001B APPLY OHS PRACTICES IN THE WORKPLACE 20
- UEEEEE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
- UEEEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEEEEE004B SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEEEE005B FIX AND SECURE EQUIPMENT 20
- UEEEEE007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE008B LAY DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES 100
- UEEEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES 20
- UEEEEE024B COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT 60
- UEEEEE033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
- UEEEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
- UEEEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEEEEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES 120
- UEEEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEEEEE071B WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS 40
- UEEEEE001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
- UEEEEE002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
- UEEEEE003B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
- UEEEEE004B SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
- UEEEEE005B FIX AND SECURE EQUIPMENT 20
- UEEEEE007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE008B LAY DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS 40
- UEEEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES 100
- UEEEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES 20
- UEEEEE024B COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT 60
- UEEEEE033B DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN ELECTRICAL 20
- UEEEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
- UEEEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEEEEE047B IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECHNOLOGY WORK ACTIVITIES 120
- UEEEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
- UEEEEE071B WRITE SPECIFICATIONS FOR ELECTRICAL ENGINEERING PROJECTS 40
- UEEEEE001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
- UEEEEE002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80

Elective Units of Study

- UEEEEE001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20
- UEEEEE002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS 20
- UEEEEE003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES 20
- UEEEEE004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS 60
- UEEEEE005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT 20
- UEEEEE006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS 60
- UEEEEE007B OVERHAUL AND REPAIR EXPLOSION PROTECTED EQUIPMENT 60
- UEEEEE008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS 40
- UEEEEE009B TEST INSTALLATIONS IN HAZARDOUS AREAS 40
- UEEEEE010B CONDUCT CLOSE INSPECTION OF EXISTING HAZARDOUS AREAS INSTALLATIONS 20
- UEEEEE011B CONDUCT DETAILED INSPECTION OF HAZARDOUS AREAS INSTALLATIONS 20
- UEEEEE012B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT 40
- UEEEEE013B ENSURE THE SAFETY OF HAZARDOUS AREAS 20
- UEEEEE014B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT 40
- UEEEEE015B CLASSIFY HAZARDOUS AREAS 40
- UEEEEE016B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS 20
- UEEEEE017B DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS 20
- UEEEEE007B DEVELOP, ENTER AND VERIFY PROGRAMS FOR PROGRAMMABLE LOGIC CONTROLLERS USING LADDER INSTRUCTION SET 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-REDISEIGN 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 RECORDING 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
UEENEEI001B  INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES 40
UEENEEK010B  CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS 20
UEENEEK022B  PLAN RENEWABLE ENERGY PROJECTS 60
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
UEENEEK025B  SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS 80
UEENEEK026B  INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS 40
UEENEEK027B  DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS 60
UEENEEK028B  SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS 60
UEENEEK029B  DESIGN RENEWABLE ENERGY HEATING SYSTEMS 120
UEENEEK030B  SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS 60
UEENEEK031B  DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW 60
UEENEEK032B  DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES 20
UEENEEK033B  DESIGN HYBRID POWER SYSTEMS 80
UEENEEK034B  INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS 60
UEENEEK035B  DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS 120
UEENEEK036B  PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION 40
UEENEEK040B  DEVELOP ENGINEERING SOLUTIONS TO RENEWABLE ENERGY PROBLEMS 60
UEENEEK041B  DEVELOP STRATEGIES FOR EFFECTIVE ENERGY REDUCTION IN BUILDINGS 60
UEENEM001B  REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING
Course Code: UEE60407
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Graduates of this course could be employed in the following areas: MCSE & CCNE Systems/Network Administrator, ICT Network Specialist, ICT Security Specialist, IT Security Administrator, IT Security Analyst/Engineer, Network and Systems Manager, Network Engineer, Security Administrator, Web Administrator.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Applicants must have successfully completed UEE20507 or equivalent.
Selection Criteria: Direct Entry, Written Application, VTAC VTAC
Course Duration: To be advised.
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

UEENEE044B  COMMISSION COMPUTER SYSTEMS 20
UEENEE045B  MODIFY-REDESIGN OF COMPUTER SYSTEM 20
UEENEEE001B  APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEEE015B  DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS 40
UEENEEE017B  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES 20
UEENEEE032B  CERTIFICATE II IN COMPUTER ASSEMBLY AND REPAIR 20
UEENEEE038B  PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
UEENEEE078B  CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS 20
UEENEEE041B  MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS 40
UEENEEE088B  DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS 40
BSBFLM506B  MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM512B  ENSURE TEAM EFFECTIVENESS 60

Elective Units of Study

UEENEE011B  DEVELOP OBJECT ORIENTED CODE 140
UEENEE003B  EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE 40
UEENEE029B  DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS 40
UEENEE017B  INSTALL AND CONFIGURE INTERNET WORKING SYSTEMS 120
UEENEE010B  SET UP AND CREATE CONTENT FOR A WEB SERVER 120
UEENEE048B  PLAN COMPUTER SYSTEMS PROJECT 60
UEENEE002B  ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS 80
UEENEEE002B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEE014B  DESIGN AND MANAGE ENTERPRISE NETWORKS 80
UEENEE015B  ADMINISTER USER NETWORKS 80
UEENEE016B  DEVELOP NETWORK SERVICES 120
UEENEE018B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS 120
UEENEE013B  INSTALL AND ADMINISTER UNIX BASED COMPUTERS 80
UEENEE024B  INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK 80
UEENEE023B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS - WIRELESS LANS/WANS 100
UEENEE022B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS - SECURITY 100
UEENEE070B  WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS 40
UEENECC058B  ESTIMATE ELECTROTECHNOLOGY PROJECTS 40
UEENEE043B  INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE 40
UEENEE044B  SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK 40
UEENEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
ICAI4029B  INSTALL NETWORK HARDWARE TO A NETWORK 40
ICAI5172B  IMPLEMENT BACKBONE TECHNOLOGIES IN A LOCAL AREA NETWORK 40

ICAB4136B  USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA 60
UEENEE019B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS - ADVANCED ROUTING 100
UEENEE020B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS - REMOTE ACCESS 100
UEENEE021B  DESIGN AND IMPLEMENT INTERNET WORKING SYSTEMS - MULTI-LAYER SWITCHING 100
UEENEE012B  SUPPORT COMPUTER HARDWARE AND SOFTWARE 120
UEENEE051B  PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS 60
UEENEE024B  COMPILE AND PRODUCE AN ELECTROTECHNOLOGY REPORT 60
UEENEE004B  USE ENGINEERING APPLICATIONS SOFTWARE 40
UEENECC06B  PREPARE TENDER SUBMISSIONS FOR ELECTROTECHNOLOGY PROJECTS 60
UEENEE001B  USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20

ADVANCED DIPLOMA OF ELECTRICAL - TECHNOLOGY

Course Code: UEE61307

Campus: Sunshine,

Scope of Delivery: Part Time, Full Time

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

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”.

Entry Requirements: Other To qualify for admission to the course, applicants must have successfully completed VCE/VCAL or equivalent or entry via internal pathway qualifications.

Selection Criteria: Direct Entry, VTAC

Course Duration: 2 years

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

UEENEE018B  APPLY OHS PRACTICES IN THE WORKPLACE 20
UEENEE022B  DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS 40
UEENEE003B  SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS 40
UEENEE004B  SOLVE PROBLEMS IN MULTIPLE PATH D.C. CIRCUITS 40
UEENEE005B  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
UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN 20
UEENEEE046B IDENTIFY EFFECTS OF ENERGY ON MACHINERY AND MATERIALS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEE050B UNDERTAKE COMPUTATIONS IN AN ELECTROTECHNOLOGY ENVIRONMENT 120
UEENEEG001B SOLVE PROBLEMS IN ELECTROMAGNETIC CIRCUITS 60
UEENEEG002B SOLVE PROBLEMS IN SINGLE AND THREE PHASE LOW VOLTAGE CIRCUITS 80
UEENEEG047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS 60
UEENEEG048B SOLVE PROBLEMS IN COMPLEX MULTIPLE PATH POWER CIRCUITS 60
UEENEEG049B SOLVE PROBLEMS IN COMPLEX POLYPHASE POWER CIRCUITS 60

Stream Core Competency Standard Units
At least 3 of the following competency standard units to be achieved
UEENEOO1B MAINTAIN DOCUMENTATION 20
UEENEOO2B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS 20
UEENEOO3B PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS 20
UEENEOO1B DELIVER A SERVICE TO CUSTOMERS 20

Stream Core Competency Standard Units
At least 3 of the following competency standard units to be achieved
UEENEED001B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE 20
UEENEED002B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS 20
BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFLM512B ENSURE TEAM EFFECTIVENESS 60

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

UEENEM001B REPORT ON THE INTEGRITY OF EXPLOSION PROTECTED EQUIPMENT IN HAZARDOUS AREAS 20
UEENEM002B ATTEND TO BREAKDOWNS IN HAZARDOUS AREAS 20
UEENEM003B USE AND MAINTAIN THE INTEGRITY OF PORTABLE GAS DETECTION DEVICES 20
UEENEM004B INSTALL EXPLOSION-PROTECTED EQUIPMENT AND WIRING SYSTEMS 60
UEENEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT 20
UEENEM006B MAINTAIN EQUIPMENT IN HAZARDOUS AREAS 60
UEENEM007B OVERHAUL AND REPAIR EXPLOSION PROTECTED EQUIPMENT 60
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 COMMUNICATION SYSTEMS 80
UEENEEH047B ASSESS COMPLIANCE OF ELECTRONIC APPARATUS 40
UEENEEH048B DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS 40
UEENEEH049B DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS 40
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-REDISIGN 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
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### CERTIFICATE I IN ELECTROTECHNOLOGY [ENGINEERING] [PRE APPRENTICESHIP]

**Course Code:** UTE10102  
**Campus:** Sunshine,  
**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Technical Support; Assembly and Basic Servicing; Technicians; or Technologists and Associates in Engineering (electrical, electronics, Instrumentation, Computer Systems).

**Course Objectives:** This course provides students with the knowledge and skills required in the workplace.

Provides knowledge and skills for careers paths in Electrotechnology vocations. The Certificate I also confers credit towards a range of Certificate II and Certificate III vocations in the Electrotechnology Industry.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year

12 Prequisites: Units 3 and 4 - Study score of at least 20 in English (any).

**Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**Course Structure:** This course is 6 months full-time or part-time equivalent. Full time and part time.

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CERTIFICATE III IN ELECTROTECHNOLOGY SYSTEMS
ELECTRICIAN
Course Code: UTE31199
Campus: Sunshine,
Scope of Delivery: Part Time

Career Opportunities: Graduates may be eligible for an Electrical licence by applying to the office of the Chief Electrical Inspector.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

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
- UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL) 200
- UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL) 180

Specialisation Units of Study
A minimum of one unit selected by the student, with the approval of the Head of Department, from one of the following specialisations:
- control;
- energy supply;
- fire protection;
- installation and servicing;
- maritime installation;
- mining;
- plant servicing;
- process;
- security;
- 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.

CERTIFICATE IV IN ELECTROTECHNOLOGY ENTERTAINMENT AND SERVICING
Course Code: UTE40602
Campus: Sunshine,
Scope of Delivery: Part Time, Full Time


Course Objectives: This course provides relevant skills for a career in Electrotechnology Entertainment and Servicing.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: 1 year Full-time. Full-time or Part-time

Core Units of Study
- UTENES207AA CO-ORDINATE MAINTENANCE OF APPARATUS AND ASSOCIATED SYSTEMS’ CIRCUITS - (COMPUTER SYSTEMS) 40
- UTENES302AA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS - (COMPUTER SYSTEMS) 20
- UTENES403AA TEST APPARATUS AND COMPLEX CIRCUITS - (COMPUTER SYSTEMS) 60
- UTENES502AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED COMPLEX CIRCUITS (COMPUTER SYSTEMS) 100
- UTENES703AA PLAN THE INSTALLATION OF ELECTRICAL/ELECTRONIC APPARATUS AND ASSOCIATED WIRING/PIPING SYSTEMS - (COMPUTER SYSTEMS) 140

195
Elective Units of Study

One of the following units of study:

- UTENES002A ATTEND TO BREAKDOWN 40
- UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE 240
- UTENES601A CO-ORDINATE WORK OF OTHERS 20

For further information regarding this course, contact the Department of Electrotechnology and Computer Systems on (03) 9919 7140
SUBJECTS

Below are subject details for courses offered by the School of ICT & Electrotechnology in 2010. 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit covers planning for the introduction of new technologies, implementing new technologies for the business and managing the change process associated with implementation.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit covers establishing strategies for managing outsourcing and communication with service providers, performance management, monitoring and review of contractual arrangements.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit covers implementation of a knowledge management strategy for an e-business through technology and cultural change.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit covers analysis of existing systems, determining e-business requirements for knowledge management and developing a strategy to meet those requirements.

BSBFLM512B ENSURE TEAM EFFECTIVENESS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Frontline managers have an active role in managing the continuous improvement process in achieving the organisation's objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

Unit 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.

BSBPBM505A MANAGE PROJECT QUALITY

Locations: Werribee, Footscray Park, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.

Unit 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.

BSBPBM508A MANAGE PROJECT RISK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage risk within a project in order to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.

Unit 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.

**CUFANM01A DEVELOP AND IMPLEMENT DESIGNS FOR ANIMATION**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit describes the skills and knowledge required to interpret the creative brief, develop and implement animation designs for productions within the cultural industries.

**Unit 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.

**CUFCAM03A COMPOSE CAMERA SHOTS AND OPERATE A CAMERA**

**Locations:** Werribee, Footscray Nicholson, Sunshine, Sunbury,

**Prerequisite(s):** To be advised.

**Content:** This unit describes the skills and knowledge required to interpret the creative brief, develop and produce storyboards for animated productions within the cultural industries.

**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit describes the skills and knowledge required to interpret the creative brief, establish and produce the layout drawing specifications and produce layout drawings for animated productions within the cultural industries.

**Unit 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.

**ICA12015A INSTALL SOFTWARE APPLICATIONS**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit defines the competency required to install or upgrade basic software applications using a commercial applications program

**Unit 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.

**ICA12015B INSTALL SOFTWARE APPLICATIONS**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit defines the competency required to install or upgrade basic software applications using a commercial applications program

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** To be advised.

**ICAA4041A DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.

**Unit 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.

**ICAA4041B DETERMINE AND CONFIRM CLIENT BUSINESS EXPECTATIONS AND NEEDS**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit defines the competency required to determine client business requirements and verify the accuracy of the information gathered.

**Unit Hours:** 40

**Required Reading:** -

**Assessment:** To be advised.

**ICAA4058A APPLY SKILLS IN OBJECT ORIENTED DESIGN**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,

**Prerequisite(s):** To be advised.

**Content:** This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
ICAA4058B APPLY SKILLS IN OBJECT ORIENTED DESIGN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to apply the cyclic process of iteration from identification of class, instance, role and type to the final complete object-oriented model of the application.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to apply research skills in conjunction with reviewing hardware solutions, as part of an analysis of emerging technology.
Unit 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.

ICAA5044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
Unit 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.

ICAA5044B DESIGN PLAN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
Unit 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.

ICAA5045A PRODUCE NETWORK ARCHITECTURE DESIGN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to specify the design of the required network architecture.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to specify the design of the required network architecture.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to fit a physical model into the design phase of the methodology.
Unit 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.
ICAA5046B MODEL PREFERRED SYSTEM SOLUTIONS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to fit a physical model into the design phase of the methodology.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to develop administrative and technical procedures throughout the life cycle of a system, network, software and documentation project.

Unit 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.

ICAA5049A DEVELOP HIGH LEVEL OBJECT ORIENTED CLASS SPECIFICATIONS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to analyse requirements and produce a set of high-level object-oriented class specifications.

Unit 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.
ICAA5054B VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: Werribee, Footscray Park, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.

Unit 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.

ICAA5056A PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.

Unit 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.

ICAA5138B DETERMINE ACCEPTABLE DEVELOPERS FOR PROJECTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to ensure that development projects are contracted to developers who are credible and able to accomplish the task within the confines of the mutually agreed parameters of the project.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.

Unit 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.

ICAA5139B DESIGN A DATABASE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to establish client needs and technical requirements and to design a database that meets those requirements.

Unit 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.

ICAA5140A DESIGN A SERVER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to choose appropriate hardware and software and to design a server.

Unit 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.
ICAA5140B DESIGN A SERVER
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to choose appropriate hardware and software and to design a server.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
Unit 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.

ICAA5143A IMPLEMENT PROCESS RE ENGINEERING STRATEGIES IN AN ORGANISATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.
Unit 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.

ICAA5143B IMPLEMENT PROCESS RE ENGINEERING STRATEGIES IN AN ORGANISATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to consider a variety of potential process re-engineering strategies and to make appropriate selections for implementation in an organisation.
Unit 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.

ICAA5144A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to determine the most appropriate way of networking computers to meet user needs and business requirements.
Unit 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.

ICAA5144B DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to determine the most appropriate way of networking computers to meet user needs and business requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
Unit 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.
ICAA5145B IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
Unit 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.

ICAA5146A DEVELOP WEBSITE INFORMATION ARCHITECTURE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Unit 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.

ICAA5146B DEVELOP WEBSITE INFORMATION ARCHITECTURE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Unit 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.

ICAA5147A DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify current and future business requirements for a database.
Unit 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.

ICAA5147B DETERMINE SUITABILITY OF DATABASE FUNCTIONALITY AND SCALABILITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify current and future business requirements for a database.
Unit 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.

ICAA5148A IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Unit 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.

ICAA5148B IDENTIFY NEW TECHNOLOGY MODELS FOR BUSINESS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify opportunities for using new technology to support and enable efficient models of business.
Unit 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.

ICAA5150A EVALUATE VENDOR PRODUCTS AND EQUIPMENT

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to evaluate a range of vendor products and equipment against a client’s business requirements.
Unit 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.
ICAA5151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to identify, analyse and document business requirements.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to understand business operations, identify entities and data, diagrammatically represent their relationships and prepare a data model.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.

Unit 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.

ICAA5154A MODEL DATA PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to gather process data and business information in order to model data processes within an organisation.

Unit 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.

ICAA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.

Unit 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.

ICAA6052A DESIGN AN IT SECURITY FRAMEWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Unit 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.

ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit 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.

ICAA6157A DEVELOP TECHNICAL REQUIREMENTS FOR A BUSINESS SOLUTION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to develop technical and related requirements that will enable business solutions to be implemented in an organisation.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to develop macros and templates for clients using industry-recognised software applications.
Unit 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.

ICAB4040A IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Unit 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.

ICAB4050B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create a physical database using a data dictionary and design specifications.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

ICAB4075B USE A LIBRARY OR PREEXISTING COMPONENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify, evaluate and incorporate reuse components from a library or other source as part of a software project.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

ICAB4135A CREATE A SIMPLE MARK UP LANGUAGE DOCUMENT TO SPECIFICATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to design, create and save a simple mark-up language document to a given specification using a text editor rather than an authoring tool.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to produce a number of client side scripts for dynamic web pages, utilising a range of relevant features from different appropriate languages.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.
Unit 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.

ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.
Unit 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.

ICAB4170A BUILD A DATABASE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build and implement a database using an established design.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build and implement a database using an established design.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
Unit 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.
ICAB4219B APPLY INTRODUCTORY OBJECT ORIENTATED LANGUAGE SKILLS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
Unit 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.

ICAB5062B PERFORM DATA CONVERSION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to translate data from one format to another by means of a data conversion process
Unit 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.

ICAB4225A AUTOMATE PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to automate solutions by using basic scripting processes and application-specific scripting options.
Unit 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.

ICAB5065A PREPARE FOR THE BUILD PHASE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to prepare the development environment for the build phase and actual coding of the system
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to coordinate activities to be carried out during the build phase and actual coding of the system.
ICAB5068A BUILD USING RAPID APPLICATION DEVELOPMENT
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build using rapid application development (RAD) tools.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build using rapid application development (RAD) tools.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to document and maintain details of integration-technology and architectural components important in developing an integration blueprint.
Unit 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.
ICAB5161B BUILD A DOCUMENT USING EXTENSIBLE MARK UP LANGUAGE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to design and build a valid extensible mark-up language (XML) document to suit a specified requirement.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install, configure and test a payment gateway which enables translation of electronic payment information provided online into a form accessible to a merchant processor.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build active or dynamic web pages.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build active or dynamic web pages.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to compile and run an applet that executes in Java-enabled browsers and interacts with users.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create wireless mark-up language (WML) decks.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create wireless mark-up language (WML) decks.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure database connectivity with a website.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure database connectivity with a website.
Unit 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.

ICAB5223A APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language
Unit 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 APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Unit 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 APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Unit 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 APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Unit 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 APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain the functionality of legacy code programs.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain the functionality of legacy code programs.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build high performance failure resistant security perimeters.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to build high performance failure resistant security perimeters.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Receive and process oral communication from clients; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Design documents to meet organisational needs; Access, retrieve, manipulate and save data
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create user documentation that is clear to the target audience and is easy to navigate.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to research and present a range of feasible scenarios to the client.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation’s website information and processes.
Unit 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.

ICAD5092A UPDATE AND DOCUMENT OPERATIONAL PROCEDURES
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to assess, update and document the operational procedures required to use the system.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to establish and maintain information standards in the context of information stored on client websites. The primary focus of this unit relates to the merchant/customer e-commerce relationship and the accuracy and usability of the organisation’s website information and processes.
Unit 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.

ICAD5092B UPDATE AND DOCUMENT OPERATIONAL PROCEDURES
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to assess, update and document the operational procedures required to use the system.
Unit 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.

ICAD4217A CREATE TECHNICAL DOCUMENTATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to create technical documentation that is clear to the target audience and easy to navigate.
Unit 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.

ICADS210A ANALYSE INFORMATION AND ASSIGN META TAGS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Unit 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
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to analyse material and assign meta-tags to ensure the accurate and consistent retrieval of information by users.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU2231A Use computer operating system; 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.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to install or upgrade basic software applications using a commercial applications program. There may be benefit in concurrent learning with the following units: ICAU2231A Use computer operating system; 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.

Unit 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.

ICAI3021A CONNECT INTERNAL HARDWARE COMPONENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.

Unit 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.

ICAI3021B CONNECT INTERNAL HARDWARE COMPONENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to modify and connect system hardware components according to client and user requirements.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs. The following units are linked and form an appropriate cluster: ICAS3024B Provide basic system administration; ICAT3025B Run standard diagnostic tests.

Unit 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.

ICAI3020B INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to install operating system software and to make adjustments as a means of optimising the system to accommodate business and client needs. The following units are linked and form an appropriate cluster: ICAS3024B Provide basic system administration; ICAT3025B Run standard diagnostic tests.

Unit 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.

ICAI3101A INSTALL AND MANAGE A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multimedia. This unit may be applied to domestic, commercial or industrial installations.

Unit 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.

ICAI3101B INSTALL AND MANAGE A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multimedia. This unit may be applied to domestic, commercial or industrial installations.

Unit 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 defines the competency required to plan, manage and install new hardware components in a network. Unit 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.

ICA13110A IMPLEMENT SYSTEM SOFTWARE CHANGES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to implement system software changes and to handover the modified system to the client’s operational area.

Unit 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.

ICA13110B IMPLEMENT SYSTEM SOFTWARE CHANGES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to implement system software changes and to handover the modified system to the client’s operational area.

Unit 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.

ICA14029A INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan, manage and install new hardware components in a network.

Unit 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.

ICA14029B INSTALL NETWORK HARDWARE TO A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan, manage and install new hardware components in a network.

Unit 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.

ICA4030A INSTALL SOFTWARE TO NETWORKED COMPUTERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.

Unit 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.

ICA4030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan, manage and support the installation of new or upgrade software to networked computers according to vendor and organisation specifications.

Unit 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.

ICA4097A INSTALL AND CONFIGURE A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

Unit 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.

ICA4097B INSTALL AND CONFIGURE A NETWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.

Unit 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.

ICAI4189A ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical and infrastructure protocols.
Unit 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.

ICAI4189B ENSURE WEBSITE CONTENT MEETS TECHNICAL PROTOCOLS AND STANDARDS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to prepare a range of content for a website in accordance with customer specifications while ensuring that content is compatible with appropriate technical and infrastructure protocols.
Unit 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.

ICAI5087A ACQUIRE SYSTEM COMPONENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify system components and to follow procedures to purchase those components.
Unit 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.

ICAI5087B ACQUIRE SYSTEM COMPONENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to identify system components and to follow procedures to purchase those components.
Unit 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.

ICAI5088A EVALUATE AND NEGOTIATE VENDOR OFFERINGS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to research, evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.
Unit 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.

ICAI5088B EVALUATE AND NEGOTIATE VENDOR OFFERINGS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to research, evaluate and recommend a vendor to supply components and to negotiate with the vendor for supply.
Unit 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.

ICAI5098A INSTALL AND MANAGE COMPLEX NETWORKS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Unit 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.

ICAI5098B INSTALL AND MANAGE COMPLEX NETWORKS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Unit 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.
ICAI5100A BUILD AN INTERNET INFRASTRUCTURE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to design and implement an infrastructure for internet services.
Unit 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.

ICAI5100B BUILD AN INTERNET INFRASTRUCTURE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to design and implement an infrastructure for internet services.
Unit 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.

ICAI5152A IMPLEMENT RISK MANAGEMENT PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Unit 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.

ICAI5152B IMPLEMENT RISK MANAGEMENT PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Unit 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.

ICAI5172A INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).
Unit 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.

ICAI5172B INSTALL AND CONFIGURE A SINGLE-SEGMENT LOCAL AREA NETWORK SWITCH

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to select, install and test a single switch on one segment of a local area network (LAN).
Unit 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.

ICAI5174A INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Unit 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.
ICAI5174B INSTALL HIGH-END SWITCHES IN MULTI-SWITCHED LOCAL AREA NETWORKS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install, configure and test high-end switches, in an extended star network.
Unit 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.

ICAI5176A INSTALL AND CONFIGURE ROUTER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install and configure a router to a basic level.
Unit 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.

ICAI5176B INSTALL AND CONFIGURE ROUTER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to install and configure a router to a basic level.
Unit 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.

ICAI5196B IMPLEMENT SECURE ENCRYPTION TECHNOLOGY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.
Unit 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.

ICAI5197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to develop, install and maintain an authentication processes.
Unit 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.

ICAI5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to develop, install and maintain an authentication processes.
Unit 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.

ICAI5196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to ensure secure encryption is applied and monitored.
Unit 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.

ICAI5216A MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to monitor and improve a knowledge management system.
Unit 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.
ICAI5216B MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to monitor and improve a knowledge management system.
Unit 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.

ICAI6187A IMPLEMENT CHANGE MANAGEMENT PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.
Unit 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.

ICAI6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.
Unit 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.

ICAITAD044A DEVELOP SYSTEM INFRASTRUCTURE DESIGN PLAN

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Specify architecture requirements; Specify hardware and software; Conduct walkthrough and compare/contrast expected performance criteria against vendor proposed offerings.
Unit 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.

ICAITAD046A MODEL PREFERRED SYSTEM SOLUTIONS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit describes the competency required to fit a physical model into the design phase of the methodology.
Unit 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.

ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model.
Unit 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.

ICAITAD051A DESIGN CLIENT USER INTERFACE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare design for interface; Design and document the system user interface.
Unit 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.

ICAITAD052A DESIGN IT SECURITY FRAMEWORK

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine legal requirements for IT security; Determine commercial requirements for IT security; Determine application requirements for IT security; Conduct risk analysis Formulate IT security objectives.
Unit 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.
ICAITAD053A DESIGN SYSTEM SECURITY AND CONTROLS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit describes the controls that should be designed in the system to ensure the system is secure from both a legal and business perspective.
Unit 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.

ICAITAD054A VALIDATE QUALITY AND COMPLETENESS OF DESIGN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Check completeness of high level decision; Review all aspects of the system design; Rework design and confirm with client.
Unit 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.

ICAITAD055A DETERMINE TRANSITION STRATEGY
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Confirm delivery and acceptance plan; Confirm data take-up plan; Confirm cut-over plan.
Unit 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.

ICAITB062A PERFORM DATA CONVERSION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare system for conversion; Perform data conversion.
Unit 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.

ICAITB063A MONITOR DATA CONVERSION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit describes the skills required to successfully prepare and support data conversion.
Unit Hours: 5
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB065A PREPARE THE BUILD PHASE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify best development platform for project; Identify best development tools for project; Prepare development environment.
Unit Hours: 5
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB066A CO-ORDINATE THE BUILD PHASE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Provide development environment; Design work units; Review designs and estimates with programmers.
Unit Hours: 5
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITB067A PREPARE FOR SOFTWARE DEVELOPMENT USING RAD
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Provide development environment; Design work units; Review designs and estimates with programmers.
Unit 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.

ICAITB068A BUILD USING RAD
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Construct the application using RAD; Prepare the handover stage.
Unit 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.
ICAITB071A REVIEW SOFTWARE DEVELOPMENT
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review quality standards; Determine development quality issues; Review specific development quality areas.
Unit 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.

ICAITB072A DEVELOP INTEGRATION BLUEPRINT
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review technical architecture document/s; Undertake compatibility tests; Assess risk areas; Assess readiness for stress testing.
Unit 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.

ICAITB073A PILOT THE DEVELOPED SYSTEM
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit gives the student the knowledge and skills to pilot the development system.
Unit 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.

ICAITB074A MONITOR THE SYSTEM PILOT
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Monitor implementation of pilot system; Evaluate pilot system.
Unit 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.

ICAIT090A CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.
Unit 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.

ICAIT091A CONDUCT POST-IMPLEMENTATION REVIEW
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Schedule review; Carry out review; Document and publish results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit expresses the competency required to technically manage elements of a network.
Unit 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.

ICAITS036A ASSIST IN ENSURING THAT IT STRATEGY MEETS BUSINESS SOLUTION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Assist in establishing the basis for best IT systems solution; Contribute to the development of the project goals and objectives; Contribute to the determination of best IT systems solution; Contribute to the preparation of strategy report.
Unit 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 workplace assignments.

ICAITS037A CONTRIBUTE TO THE DEVELOPMENT OF A STRATEGY PLAN
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Assist in establishing the basis for best IT systems solution; Contribute to the development of the project goals and objectives; Contribute to the determination of best IT systems solution; Contribute to the preparation of strategy report.
Unit 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.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITT078A PERFORM UNIT TEST
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for unit test; Conduct unit test; Analyse and classify results.
Unit 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.

ICAITT080A PERFORM SPECIFIC UNIT TEST FOR OO CLASS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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.

ICAITT084A PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create test plan; Undertake test plan; Diagnose and resolve faults; Update documentation.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Unit 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.

ICAITU128A OPERATE A PERSONAL COMPUTER
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Unit 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.

ICAITU129A OPERATE A WORD PROCESSING APPLICATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.
Unit 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.

ICAITU130A OPERATE A SPREADSHEET APPLICATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Unit 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.
ICAITU131A OPERATE A DATABASE APPLICATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Access the internet; Search the internet; Send and organise messages; Create an address book.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Evaluate IT needs of the organisation; Contribute to the development of the project goals and objectives; Determine best IT systems solution.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Select the process to be re engineered; Identify the strategic context; Design the new process.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Select the process to be re engineered; Identify the strategic context; Design the new process.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Establish contract; Monitor contract

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Establish contract; Monitor contract

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to connect a workstation or networked computer to the internet. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAT1206A Check site security; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Unit 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.

ICAS1193B CONNECT WORKSTATION TO THE INTERNET

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to connect a workstation or networked computer to the internet. There may be benefit in concurrent learning with the following units: ICAU1128A Operate a personal computer. The following units are linked and form an appropriate cluster: ICAT1206A Check site security; ICAU1133A Send and retrieve information using web browsers and email; ICAU1204A Locate and use relevant on-line information; ICAU1213A Conduct on-line transactions.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to record and store details of software, hardware and technical documentation. The following units are linked and form an appropriate cluster: ICAS2016A Record client support requirements.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Deliver support to clients; Respond to client complaints;

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Deliver support to clients; Respond to client complaints;

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify problems; Recommend solutions to problem
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify problems; Recommend solutions to problem
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Unit 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 CONNET HARDWARE PERIPHERALS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to connect hardware peripherals according to instructions.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Log requests for support; Prioritise support requests with appropriate personal
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Log requests for support; Prioritise support requests with appropriate personal
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to protect and secure standalone or client server environments.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to protect and secure standalone or client server environments.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to reduce the risk of a computer's operation being affected by spam or destructive software.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to reduce the risk of a computer’s operation being affected by spam or destructive software.
Unit 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.

ICAS3024A PROVIDE BASIC SYSTEM ADMINISTRATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Record security access; Record software licences; Carry out system back up; Restore system back up; Apply security access controls.
Unit 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.

ICAS3031A PROVIDE ADVICE TO CLIENTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Unit 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.

ICAS3032A PROVIDE NETWORK SYSTEMS ADMINISTRATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine client requirements and ascertain if problem exists; Determine whether problem is covered by policy; Carry out maintenance support on identified problem; Prepare maintenance report and verify solution.
Unit Hours: 30
Required Reading: -
ICAS3115A MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine and undertake required equipment maintenance; Diagnose and repair faults; Update documentation and make recommendations for future maintenance.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review network policies; Create an interface with existing system; Set up and manage the network file system; Manage user services; Monitor user accounts; Provide and support back up security.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Establish safe work practices; Establish location requirements for hardware and peripherals; Establish maintenance practices; Determine appropriate hardware quality standards
Unit 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.

ICAS3234B CARE FOR COMPUTER HARDWARE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Establish safe work practices; Establish location requirements for hardware and peripherals; Establish maintenance practices; Determine appropriate hardware quality standards
Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** 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.
**Unit 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.

**ICAS4023A PROVIDE ONE-TO-ONE INSTRUCTION**

**Locations:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Determine support issues; Develop client support procedures; Provide recommended changes for client support policy; Update documented client support policy.
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Review change requests; Modify system according to requested changes; Prepare and deliver training on use of modified system.
**Unit 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:** Werribee, Footscray Nicholson, Sunshine, St Albans,
**Prerequisite(s):** To be advised.
**Content:** Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
**Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine maintenance methodologies and repositories; Implement change management system; Report review of results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Review database architecture; Determine back up methods appropriate to database requirements; Establish recovery points and disaster recovery procedures; Create and deploy standby database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Diagnose problems; Configure database; Tune database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Diagnose problems; Configure database; Tune database.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor ongoing capacity requirements.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Start up a database; Manage database; Manage database access.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Start a database; Manage database; Manage database access.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Maintain system software; Set up and manage the system files; Monitor and manage system usage and security; Carry out system back up; Restore system back up.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Determine the user support issue; Identify the hardware or software being used by the customer/client; Confirm resolution of user support issue; Maintain communication link.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.

Unit 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.

ICAS4191B MAINTAIN WEBSITE PERFORMANCE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Benchmark website performance; Track website performance; Tune performance; Initiate and monitor performance improvement.

Unit 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.

ICAS4201A TRANSFER CONTENT TO A WEBSITE USING COMMERCIAL PACKAGES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Configure the file transfer protocol client; Plan and prepare for data transfer; Establish connection to server; Transfer data to remote server.

Unit 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.

ICAS5102A ESTABLISH AND MAINTAIN CLIENT USER LIAISON

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Determine support areas; Develop support procedures; Assign support personnel.

Unit 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.

ICAS5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Determine support areas; Develop support procedures; Assign support personnel.

Unit 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.

ICAS5103A ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify support procedures; Undertake support; Gather feedback.

Unit 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.
ICASS103B ESTABLISH AND MAINTAIN CLIENT USER LIAISON DURING SUPPORT ACTIVITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify support procedures; Undertake support; Gather feedback.

Unit 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.

ICASS104A DETERMINE MAINTENANCE STRATEGY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.

Unit 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.

ICASS104B DETERMINE MAINTENANCE STRATEGY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify and analyse maintenance needs; Identify and analyse IT system components to be maintained; Develop service level agreements; Formulate maintenance strategy; Define client and supplier processes and standards.

Unit 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.

ICASS105A COORDINATE CHANGE REQUESTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Classify and monitor change requests; Determine priority settings; Develop change analysis work plan to develop and implement changes; Confirm change plan is complete and satisfies client.

Unit 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.

ICASS105B COORDINATE CHANGE REQUESTS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Classify and monitor change requests; Determine priority settings; Develop change analysis work plan to develop and implement changes; Confirm change plan is complete and satisfies client.

Unit 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.

ICASS111A REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Review service standards; Review infrastructure; Determine and implement solutions; Organise reviews.

Unit 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.

ICASS111B REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Review service standards; Review infrastructure; Determine and implement solutions; Organise reviews.

Unit 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.

ICASS123A MANAGE NETWORK SECURITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.

Unit 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.
ICAS5123B MANAGE NETWORK SECURITY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify threats to network; Determine risk of network failure; Plan suitable control methods for the network; Incorporate controls into the network; Implement additional security facilities.

Unit 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.

ICAS5199B MANAGE BUSINESS WEBSITES AND SERVERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.

Unit 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.

ICAS5192A CONFIGURE AN INTERNET GATEWAY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.

Unit 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.

ICAS5192B CONFIGURE AN INTERNET GATEWAY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Confirm client requirements and network equipment; Review security issues; Install and configure gateway products and equipment; Configure and test node.

Unit 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.

ICAS5199A MANAGE BUSINESS WEBSITES AND SERVERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Maintain business website and contents; Maintain business security of the website; Monitor business website performance; Undertake capacity planning.

Unit 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.

ICAS5202A ENSURE PRIVACY FOR USERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.

Unit 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.

ICAS5202B ENSURE PRIVACY FOR USERS

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.

Unit 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.

ICAS5203A EVALUATE AND SELECT A WEB HOSTING SERVICE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Select ISP based on selection criteria approved by the client; Ensure guarantee of permanent on line presence; Ensure that web host meets technical requirements; Performance is benchmarked and tested against specified criteria.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Select ISP based on selection criteria approved by the client; Ensure
guarantee of permanent on line presence; Ensure that web host meets technical
requirements; Performance is benchmarked and tested against specified criteria.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use the features of a web
browser to determine the security status of a remote server before it is accessed.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use the features of a web
browser to determine the security status of a remote server before it is accessed.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Operate system diagnostics; Scan system for viruses.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Operate system diagnostics; Scan system for viruses.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify accessibility standards; Test for accessibility of website; Test pages.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test
results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Document and define performance criteria; Validate performance measures;
Obtain sign off.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Document and define performance criteria; Validate performance measures;
Obtain sign off.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Unit 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.

ICAT4186B CONDUCT OPERATIONAL ACCEPTANCE TESTS OF WEBSITES
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare test; Test individual pages; Test page relationships; Evaluate test results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Choose the most appropriate fault finding method; Analyse the problem to be solved; Define the causes of the problem and create a plan of action; Review problem and system status.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Choose the most appropriate fault finding method; Analyse the problem to be solved; Define the causes of the problem and create a plan of action; Review problem and system status.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare for test; Conduct test; Analyse and classify results.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Prepare for test; Conduct test; Analyse and classify results.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Obtain sign off and acceptance;

Unit 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.

ICAT5083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Obtain sign off and acceptance;

Unit 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.

ICAU1128A OPERATE A PERSONAL COMPUTER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.

Unit 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.

ICAU1128B OPERATE A PERSONAL COMPUTER

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Start the computer; Access basic system information; Navigate and manipulate desktop environment; Organise basic directory/folder structure and files; Organise files for user and/or organisation requirements; Print information; Shut down computer.

Unit 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.

ICAU1129A OPERATE A WORD PROCESSING APPLICATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add images; Use mail merge; Print documents.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.

Unit 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.

ICAU1130B OPERATE A SPREADSHEET APPLICATION

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.

Unit 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.
ICAU1131A OPERATE A DATABASE APPLICATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to operate database applications and perform basic operations.
Unit 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.

ICAU1131B OPERATE A DATABASE APPLICATION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to operate database applications and perform basic operations.
Unit 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.

ICAU1132A OPERATE A PRESENTATION PACKAGE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to operate presentation applications and perform basic operations.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Access the internet; Search the internet; Research and apply netiquette principles; Send and organise messages; Create an address book.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.
Unit 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.

ICAU1211A OPERATE ACCOUNTING APPLICATIONS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to bank, buy or carry out basic consumer transactions on-line.
Unit Hours: 10
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ICAU1215A USE PERSONAL PRODUCTIVITY TOOL
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use the features and components of a personal productivity tool including personal digital assistants or computerised personal organisers.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Unit 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 INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Unit 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.

ICAU2007A MAINTAIN EQUIPMENT AND CONSUMABLES
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to maintain the operation of basic computer hardware and peripherals including the replacement of consumables.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Configure operating system; Use operating system; Optimise operating system; Support input and output devices.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Determine OH&S issues relating to immediate work environment; Document and disseminate OH&S requirements; Provide basic ergonomic advice.

Unit 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.

ICAU3019A MIGRATE TO NEW TECHNOLOGY

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Apply existing knowledge and techniques to technology and transfer; Apply functions of technology to assist in solving organisational problems; Evaluate new or upgraded technology performance.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Analyse customisation requirements; Develop customisation; Provide support for customised application;

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Analyse customisation requirements; Develop customisation; Provide support for customised application;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to select and use software and hardware diagnostic tools, including multimedia contexts and automated testing environments.
Unit 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.

ICAU4207A APPLY WEB AUTHORING TOOL TO CONVERT CLIENT DATA FOR WEBSITES

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Create files; Create formatting templates; Define library items; Develop templates; Identify authoring requirements; Create simple forms; Create simple navigation;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Confirm task requirements; Select tools; Use tools; Review server tools and task requirements;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify IT in an organisation and related relevant policies and procedures; Identify IT equipment, software and operating systems used by the organisation
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.
Unit 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 COMMUNICATE IN THE WORKPLACE
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the competency required to provide limited client support through verbal and non-verbal communication and to effectively communicate with colleagues.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Establish own work schedule; Participate in team structure
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Establish own work schedule; Participate in team structure
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Understand organisational environment; Identify internal and external client requirements; Negotiate client support service; Monitor, adjust and implement procedures to maintain client focus.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Produce code of ethics; Maintain good work practices;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Protect the interests of clients; Produce quality products and services; Ensure correct representation; Produce code of ethics; Maintain good work practices;
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Apply knowledge of multimedia and the printing industry; Apply knowledge of government acts and regulations; Apply knowledge of pre-press processes; Apply detailed knowledge of multimedia techniques and requirements; Apply knowledge of colour theory; Apply basic knowledge of costs of production; Demonstrate basic knowledge of production management requirements and systems.
Unit 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.
ICPMM263A ACCESS AND USE THE INTERNET
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify and use local resources; Identify and use remote resources
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Assess digital camera qualities; Set up for image capture; Preview image; Photograph and upload a digital image.
Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify and describe format of digital video; Design digital video; Edit digital video; Present a digital video sequence.
Unit 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.

ICPMM42CA INCORPORATE 2D GRAPHICS INTO MULTIMEDIA PRESENTATIONS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs; Present 2D digital artwork.
Unit 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.

ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.
Unit 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.

ICPMM581A MANAGE MULTIMEDIA PRODUCTION
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.
Unit 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.

ICPMM582A MANAGE MULTIMEDIA PROJECTS
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Develop a project plan; Manage resources and time; Identify legal issues; Manage research; Determine and manage multimedia budgets; Manage project outcomes.
Unit 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.

ICPMM63BA ACCESS THE INTERNET
Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify and use local resources and identify and use remote resources.
Unit 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.
ICPPP311A DEVELOP A DETAILED DESIGN CONCEPT

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Determine brief specifications; Render a graphic design; Produce a dummy; Produce complex finished artwork.
Unit 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.

ICPPP411A UNDERTAKE A COMPLEX DESIGN BRIEF

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.
Unit 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.

ICTCC121A USE AN ENTERPRISE INFORMATION SYSTEM

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Locate and interpret information for a customer inquiry; Record information for a customer transaction; Use help systems.
Unit 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.

ICTCC330A MANAGE CUSTOMER RELATIONSHIP

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Contribute to the meeting of customer needs; Obtain feedback from customers; Use customer feedback to enhance customer relationships.
Unit Hours: 35
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC010C PLACE, SECURE AND TERMINATE OPTICAL FIBRE CABLE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment.
Unit 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.

ICTTC136A INSTALL, MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATION CABLING- ACA RESTRICTED RULE

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Restricted” Cabling Provider Rule. Restricted cabling is used in typical domestic premises but is also found in some small office home offices and small business premises situations.
Unit 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.

ICTTC136B INSTALL MAINTAIN AND MODIFY CUSTOMER PREMISES COMMUNICATIONS CABLELING: ACA

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: This unit defines the level of competence that is required for the purpose of the Australian Communications Authority’s “Restricted” Cabling Provider Rule. Restricted cabling is used in typical domestic premises 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 cabling at the levels stated in the range of variables. Customer cabling, for the purpose of this standard, may be used to connect devices for a range of applications including: telecommunications (phones, facsimile and answering machines), simple data and computer use, security alarm panels, and fire control panels.
Unit 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.
PMBOHS409A ESTABLISH, MAINTAIN AND EVALUATE AN OH&S SYSTEM

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: This competency covers the establishment, maintenance and evaluation of the occupational health and safety (OH&S) system for the enterprise, in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees. This competency is applicable for those with managerial responsibilities.

Unit 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: Werribee, Footscray Nicholson, Sunshine, St Albans,

Prerequisite(s): To be advised.

Content: Evaluate and prioritise risks; Develop action plans; Identify management requirements; Design treatment options; Develop risk management plan.

Unit 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,

Prerequisite(s): To be advised.

Content: This competency standard covers the skills and knowledge required to facilitate effective exchanges of information in a security environment. It requires the ability to accurately receive and relay information in both verbal and written modes, 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.

Unit Hours: 24

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO202A MAINTAIN WORKPLACE SAFETY

Locations: Sunshine,

Prerequisite(s): To be advised.

Content: This competency standard covers the skills and knowledge required to follow Occupational Health and Safety policies and procedures to ensure own safety and that of others in the workplace. It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations, and communicate workplace safety requirements. This work would be carried out under routine supervision within organisational guidelines. The unit is based on Generic Competency “A” in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards.

Unit Hours: 40

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

PRSSO203A WORK EFFECTIVELY IN THE SECURITY INDUSTRY

Locations: Sunshine,

Prerequisite(s): To be advised.

Content: This competency standard covers the skills and knowledge required to work effectively within the security industry. It requires the ability to interpret and comply with legal and procedural requirements, complete daily work activities, and identify opportunities for professional development. These work functions would be carried out under routine supervision within organisational guidelines.

Unit Hours: 40

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS201A PROVIDE A SERVICE TO CUSTOMERS

Locations: Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 16

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS202A INSTALL SECURITY EQUIPMENT/SYSTEM

Locations: Sunshine,

Prerequisite(s): To be advised.

Content: This competency standard covers the skills and knowledge required to install a range of types of security equipment and systems. It requires the ability to select and use materials, tools and equipment appropriate to job requirements, effectively install security equipment / systems for the intended purpose, and complete documentation in an accurate and timely manner. This work applies in extra low voltage as defined through the Australian Standards AS 2201 (1986) environments. These work functions would be carried out under routine supervision within organisational guidelines.

Unit Hours: 40

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

PRSTS204A INSTALL CCTV EQUIPMENT/SYSTEMS

Locations: Sunshine,

Prerequisite(s): To be advised.

Content: This competency standard covers the skills and knowledge required to install CCTV and audio systems. It requires the ability to accurately interpret work requirements, select and safely use suitable tools and equipment, and install
CCTV and audio systems in an efficient and effective manner. This work applies in extra low voltage as defined through the current Australian Standards AS 2201 environments. These work functions would be carried out under routine supervision within organisational guidelines.

Unit Hours: 30

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

**PRSTS207A PERFORM ROUTINE MAINTENANCE**

Locations: Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard covers the skills and knowledge required to perform routine servicing, adjustments and repairs on a range of security equipment and systems. It requires the ability to select and use tools appropriate to specific tasks, monitor operational effectiveness and accurately identify faults, carry out routine maintenance and maintain records systems. This work would be carried out under routine supervision within organisational guidelines.

Unit Hours: 30

Required Reading: -

Assessment: Theory Tests, Assignments and skills based work simulations.

**PRSTS301A IDENTIFY TECHNICAL SECURITY REQUIREMENTS**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Prepare to identify security requirements; Identify security requirements; Document security requirements.

Unit 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.

**PSPPM402B IMPLEMENT SIMPLE PROJECTS**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Implement start-up activities; Coordinate project implementation; Monitor project; Arrange project follow-up activities.

Unit Hours: 65

Required 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: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Identify project scope in a strategic context; Manage establishment of projects; Manage integration of project activities; Finalise and review project activities.

Unit 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.

**TAAASS501A LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Develop and extend assessment expertise; Lead assessment activities; Monitor assessment practice; Coordinate assessment validation activities; Manage assessment appeals.

Unit 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.

**TAADELS503A PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.

Unit 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.

**TLIJ107C APPLY QUALITY PROCEDURES**

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.

Unit 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 - Assessments - Personal appraisal - Verbal assessment - Profiling - RPL

**UEENEA001B ASSEMBLE ELECTRONIC APPARATUS**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans,
Prerequisite(s): To be advised.
Content: 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.
Prerequisite(s):

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

UEENEACC001B MAINTAIN DOCUMENTATION

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

UEENEACC002B SOURCE AND PURCHASE MATERIAL/PARTS FOR INSTALLATION OR SERVICE JOBS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

UEENEACC003B PROVIDE QUOTATIONS FOR INSTALLATION OR SERVICE JOBS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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 and labour costs, completing the necessary quotation documentation and applying the necessary customer relations protocols.

Unit 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.

UEENEACC005B ESTIMATE ELECTROTECHNOLOGY PROJECTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

UEENEACC006B PREPARE TENDER SUBMISSIONS FOR ELECTROTECHNOLOGY PROJECTS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

UEENEACC008B RECEIVE AND STORE MATERIALS AND EQUIPMENT FOR ELECTROTECHNOLOGY WORK

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

UEENEACC010B DELIVER A SERVICE TO CUSTOMERS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: 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.
FACULTY OF TECHNICAL AND TRADES INNOVATION

UEENECD020B PARTICIPATE IN ELECTRICAL WORK AND COMPETENCY DEVELOPMENT ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

UEENEED010B USE BASIC COMPUTER APPLICATIONS RELEVANT TO A WORKPLACE

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

UEENEED030B EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers evaluating and modifying programs based on object-oriented code. It encompasses safe working practices, following written and oral instruction and procedures, applying knowledge of object-oriented code scripting and testing and documenting outcomes.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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 retrieving information, working with groups and transferring and printing files.
Unit 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, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers development, installation and testing of programs for programmable logic controllers (PLC) for a system requiring extended control functions. It encompasses working safely, applying knowledge of control systems, control system development methods, ladder logic control functions, using ladder instruction set, following written instructions and documenting program development and testing activities.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers installation, set up, implementation and provision of on-going support of web services. It encompasses working safely, installing and administering server software and databases, service side scripting, configuring access and security and documenting work activities.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers developing, implementing and testing object oriented programming solutions using object oriented programming language. It encompasses following development brief, using appropriate
development software, writing code that features classes, inheritance, arrays, and advanced library components and documenting development activities.

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED013B INSTALL AND ADMINISTER UNIX BASED COMPUTERS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED014B DESIGN AND MANAGE ENTERPRISE NETWORKS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED015B ADMINISTER USER NETWORKS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED016B DEVELOP NETWORK SERVICES

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED017B INSTALL AND CONFIGURE INTERNET WORKING SYSTEMS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.
This unit covers the design, implementation and performance monitoring of Internet working 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.

Unit 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 INTERNET WORKING SYSTEMS - SECURITY

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design, implementation and performance monitoring of Internet working systems. It encompasses safe working practice, evaluating customer requirements, applying sound design principles, complying with regulation and standards, incorporation of advance security technologies and documentation of design and performance monitoring.

Unit 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

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

Unit Hours: 80
UEENED026B DESIGN A COMPUTER BASED CONTROL SYSTEM

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of computer applications for control processes. It encompasses applying knowledge of control devices, control systems, programming methods, supervisory control and data acquisition systems, and control methods, developing alternative design schemes based on design briefs, customer relations, and documenting designs.

Unit 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.

UEENED027B DEVELOP STRUCTURED PROGRAMS TO CONTROL EXTERNAL DEVICES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers the programming of microcontroller/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.

Unit 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.

UEENED028B DEVELOP AND TEST CODE FOR MICROCONTROLLER DEVICES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers structured programming instructions for microcontrollers at a fundamental level. The unit encompasses working safely, applying knowledge of device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.

Unit 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.

UEENED029B DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the development of web pages for engineering applications. It encompasses working safely, developing web pages using authoring tools, client-side scripting, fundamental server-side scripting and documenting development activities.

Unit 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.

UEENED043B INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers installing and configuring an operating system and software on a personal computer. It encompasses safe working practices, installing and testing the operating system and application software, testing functionality, rectifying operating anomalies, following written and oral instruction and procedures, and applying appropriate customer relations.

Unit 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.

UEENED044B COMMISSION COMPUTER SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers undertaking commissioning procedures of computer systems to comply with predetermined parameters and delivery to client. It encompasses safe working practices, system parameter testing, analysis and adjusting to assure optimum performance, following procedures, and documenting final operating parameters and settings.

Unit 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.

UEENED045B MODIFY-REDESIGN OF COMPUTER SYSTEM

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers the modification and redesign of computer systems to meet existing systems for clients. It encompasses safe working practices, system parameter re configuration, analysis to assure optimum
performance, following procedures, and documenting final modifications and settings.

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENEED051B PROVIDE PROGRAMMING SOLUTION FOR ENGINEERING PROBLEMS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENE001B APPLY OHS PRACTICES IN THE WORKPLACE

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENE002B DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.

UEENE03B SOLVE PROBLEMS IN EXTRA-LOW VOLTAGE SINGLE PATH CIRCUITS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEE005B FIX AND SECURE EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEE007B USE DRAWINGS, DIAGRAMS, SCHEDULES AND MANUALS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEE009B COMPLY WITH SCHEDULED AND PREVENTATIVE MAINTENANCE PROGRAM PROCESSES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEE011B MANAGE RISK IN ELECTROTECHNOLOGY ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEE015B DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit Hours: 40
UEENEEE017B IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation’s occupational health and safety policies, procedures and programs. It encompasses understanding an organisation’s OHS obligations, providing safety information to staff, implementing and monitoring participative arrangements, safety procedures and training and maintaining safety records.
Unit 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.

UEENEEE019B SOLVE PROBLEMS IN MULTIPLE PATH A.C. CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of single source AC parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuits.
Unit 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.

UEENEEE020B PROVIDE BASIC INSTRUCTION IN THE USE OF ELECTROTECHNOLOGY APPARATUS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer’s instruction material, basic instruction methods and evaluation and completing documentation.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the carrying out of preparatory work related to any electrotechnology discipline. It encompasses working safely, following basic instructions under direct supervision. It will include electrotechnology support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers complying and producing an electrotechnology report. It encompasses determining the safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an ability to identify information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers: Occupational work hazard identification; Identifying health and safety risks to workers; Classification of risks; Documenting control measures intended to eliminate or reduce the risk that could potentially arise during the conduct of work activities; 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.
Unit 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

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

UEENEEE038B PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the application of skills and knowledge in taking responsibility for one's own competency development. It encompasses understanding the structure of a competency development plan, participating in 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.
Unit 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/ASSESSORIES/ MATERIALS FOR ELECTROTECHNOLOGY WORK ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers: Routine tools, equipment and personnel protective equipment required to do work in the Electrotechnology environment, is used in accordance with the schedule of work to ensure work is completed in an agreed time, to a quality standard and with a minimum waste.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers: Routine products required to do work in the Electrotechnology environment are produced in accordance with the schedule of work ensuring work is completed in an agreed time, to a quality standard and with a minimum waste.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers: Effects of energy on machinery and/or materials used in an Electrotechnology environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an Electrotechnology environment.
Unit 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.
FACULTY OF TECHNICAL AND TRADES INNOVATION

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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

**Unit 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.

**UEENEF001B LAY AND CONNECT CABLING FOR DIRECT ACCESS TO TELECOMMUNICATIONS SERVICES**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the installation and termination of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s restricted-Cabling Provider Rule, installing telephone line, two-pair (quad) cables, terminating on socket outlets, testing and compliance checks and completing cabling documentation.

**Unit 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.
UEENEEG002B LAY AND CONNECT CABLES FOR MULTIPLE ACCESS TO TELECOMMUNICATIONS SERVICES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the laying and termination of telecommunication cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority’s Open Cabling Provider Rule, installing multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.

Unit 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.

UEENEEG006B SOLVE PROBLEMS IN DATA AND VOICE COMMUNICATIONS CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers providing known solutions to predictable problems in single and multiple path circuits operated at extra low voltage as they apply to various data and voice communications work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable communication circuit problems.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of electromagnetic circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuit.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers ascertaining correct operation of single and three phase circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multi-phase circuit arrangements, issue related to protection, power factor and AEN systems and solutions to circuit problems derived from calculated and measured parameters.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the installation in building and premises of wiring enclosures, cable support systems, cables and accessories 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, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

Unit 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.

UEENEEG004B INSTALL LOW VOLTAGE ELECTRICAL APPARATUS AND ASSOCIATED EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the installation of protection devices, switch gear and control gear, 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.

Unit 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.
UEENEEG005B VERIFY COMPLIANCE AND FUNCTIONALITY OF GENERAL ELECTRICAL INSTALLATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEG007B SELECT AND ARRANGE EQUIPMENT FOR GENERAL ELECTRICAL INSTALLATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEG008B FIND AND REPAIR FAULTS IN ELECTRICAL APPARATUS AND CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEG009B DEVELOP AND CONNECT CONTROL CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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.

UEENEEG035B DIAGNOSE AND RECTIFY FAULTS IN A.C. MOTOR DRIVE SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

Content: This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and breaking 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.

Unit 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.

UEENEEG047B PROVIDE COMPUTATIONAL SOLUTIONS TO POWER ENGINEERING PROBLEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

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

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.

Content: 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 calculating and providing justification for such solutions.

**Unit 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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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.

### UEENEEG069B MANAGE ELECTRICAL PROJECTS

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the management of electrical projects involving design, modifications, installation, and/or maintenance of systems and equipment. The unit encompasses management of safety, budget variation, personnel, resources, critical path timelines and completion documentation.

**Unit 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.

### UEENEEG070B PLAN ELECTRICAL PROJECTS

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit deals with the repair 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 disconnecting and reconnecting components.

**Unit 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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers setting-up of non-fixed audio and video equipment as directed in user manuals in a residential or business environment. It encompasses safe working practices, connection and secure and optimum placement of system components, following written and oral instruction and procedures and customer relations.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

UEENEEH005B VERIFY COMPLIANCE AND FUNCTIONALITY OF CUSTOM ELECTRONIC INSTALLATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers testing and visual inspection for verifying that a custom electronic system and components are safe and comply with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers installing of fixed audio/video components and systems in a residential or business environment. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

UEENEEH007B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN GENERAL ELECTRONIC APPARATUS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

UEENEEH008B ASSEMBLE AND ERECT RECEPTION ANTENNAE AND SIGNAL DISTRIBUTION EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the installation, positioning and securing of terrestrial and satellite arrays and dishes and associated amplifiers and the reticulation of cables and connection of multiple access outlets and associated equipment. It encompasses working safely, selection of antennae and distribution components, installation techniques, use of testing devices and following written and oral instruction and procedures.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

UEENEEH011B TROUBLESHOOT D.C. POWER SUPPLIES WITH SINGLE PHASE INPUT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.

UEENEEH012B TROUBLESHOOT DIGITAL SUBSYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of digital systems. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in digital components circuits.
Unit 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; Oral test / technical interview; Verbal assessment; Profiling.
UEENEEH013B TROUBLESHOOT AMPLIFIERS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of amplifiers. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in amplifier sections/circuits.
Unit 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; Profiling.

UEENEEH014B TROUBLESHOOT FREQUENCY DEPENDENT CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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; Profiling.

UEENEEH015B DEVELOP SOFTWARE SOLUTIONS IN MICROCONTROLLER BASED SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers developing, implementing and testing programming solutions in microcontroller based systems. It encompasses following development brief, using appropriate development software, writing code, applying problem solving procedures, testing and modifying of programs.
Unit 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; Profiling.

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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of microwave amplifier sections in electronic apparatus. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Unit 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; Profiling.

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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers identifying predictable faults and repairing by replacement of subassemblies in CD, DVD and tape replay/recording apparatus. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Unit 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; Profiling.

UEENEEH018B FIND AND REPAIR FAULTS IN ELECTRONIC APPARATUS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repairing of general electronic apparatus. The unit encompasses safe working practices, consulting apparatus service manuals, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Unit 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; Profiling.

UEENEEH019B CARRY OUT REPAIRS OF PREDICTABLE FAULTS IN TELEVISION RECEIVERS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers identifying predictable faults and their repair by
replacement of subassemblies in televisions. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of gaming equipment. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair in high volume office 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.

Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair in remote control apparatus and devices. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of remote control to logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers identifying predictable faults and repairing by replacement of subassemblies in audio components. The unit encompasses safe working practices, interpreting circuit diagrams and service manuals, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Unit 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**

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Unit 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**

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the setting-up and adjusting of RF transmission and reception systems for optimum performance. It encompasses safe working practices, signal testing and analysis, adjusting equipment, following procedures and documenting.

Unit 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**

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.

Unit 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**

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair faults in radar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of radar system components, rectify faults, safety and functional testing and completing the necessary service documentation.

Unit 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.

**UEENEEH032B DIAGNOSE AND RECTIFY FAULTS IN GLOBAL POSITIONING SYSTEMS**

Locations: Footscray Nicholson, Sunbury,
Prerequisite(s): To be advised.
Content: This unit covers fault diagnosis and rectification in global positioning system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of GPS system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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.

**UEENEEH033B DIAGNOSE AND RECTIFY FAULTS IN TELECOMMUNICATION APPARATUS AND SYSTEMS**

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault diagnosis and rectification in telecommunication apparatus and systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of surveillance system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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.

UEENEEH034B DIAGNOSE AND RECTIFY FAULTS IN ELECTRONIC MEDICAL EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers diagnosing and rectifying faults in the electronic aspects of electronic medical equipment. The unit encompasses safe working practices, interpreting process and circuit diagrams, applying knowledge of medical process controls to logical diagnosis procedures, rectifying faults, safety and functional testing and completing the necessary service documentation.
Unit 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.

UEENEEH035B DESIGN CUSTOM ELECTRONIC INSTALLATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of home entertainment aspects of custom electronic installations and energy control systems. It encompasses developing control scenarios based on a design brief, negotiating with architect/designer, builder and client and the like, applying knowledge of electronic audio/video components and home theatre acoustics and relevant electrical installation regulation, developing design drawings and obtaining approval for final design.
Unit 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.

UEENEEH036B DESIGN COMMERCIAL AUDIO/VIDEO INSTALLATIONS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. It encompasses applying knowledge of electronic audio/video components, acoustics and visual displays, analogue and digital communication, multimedia storage and reproduction, negotiating with clients and others and documenting design.
Unit 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.

UEENEEH037B PROGRAM AND COMMISSION COMMERCIAL AUDIO/VIDEO SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers testing, adjusting and balancing of audio/video facilities in meeting rooms, classrooms, studios, theatres, halls and the like. The unit encompasses working safely and to specifications, measuring and adjusting necessary parameters to meet specified performance, working with clients and documenting and certifying set performance parameters.
Unit 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.

UEENEEH038B FIND AND REPAIR FAULTS IN COMPLEX POWER SUPPLIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of regulated and switch mode power supplies. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers determining correct operation of basic amplifier circuits. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in basic amplifier circuits.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and the repair of faults in sonar apparatus and system. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of sonar system components,
rectifying faults, safety and functional testing and completing the necessary service documentation.

**Unit 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.

**UEENEEH041B MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the management of electronics/computer systems projects involving management of safety, budget variation, personnel, resources, timelines and completion documentation.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers determining correct operation of discrete component and modularised oscillators. It encompasses working safely, problem solving procedures, including the use of; voltage, current, resistance and phase measuring devices, providing solutions derived from measurements and calculations to predictable problems in oscillators.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers diagnosing and rectifying faults in digital applications in 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 completing the necessary service activities and outcomes.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers diagnosing and rectifying faults in analogue applications in electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuits and components to logical fault finding processes, implementing fault rectification, safety and functional testing and completing the necessary service activities and outcomes.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit 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.

**UEENEEH046B SOLVE FUNDAMENTAL PROBLEMS IN ELECTRONIC COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers ascertaining correct operation of communications systems and solving fundamental system problems as met in engineering support work functions. It encompasses working safely, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements to predictable problems in electronic communication systems.

**Unit 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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UEENEEH047B ASSESS COMPLIANCE OF ELECTRONIC APPARATUS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting evaluation outcomes.
Unit 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.

UEENEEH048B DESIGN AND DEVELOP ADVANCED DIGITAL SYSTEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design and development of advanced digital systems. It encompasses working safely, following design brief, applying knowledge of digital components/devices, interpreting device/component specifications, constructing prototype devices, applying programming techniques to programmable devices, testing developed system prototype operation, verifying compliance of the design against the final brief, and documenting design and development work.
Unit 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.

UEENEEH049B DEVELOP SOLUTIONS TO AUDIO ELECTRONIC PROBLEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers developing engineering solutions to resolve problems with audio electronics. It encompasses working safely, applying extensive knowledge of audio electronics circuits and device operation and application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.
Unit 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.

UEENEEH050B ASSEMBLE AND SET UP BASIC WIRED AND WIRELESS SECURITY SYSTEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.
Unit 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.

UEENEEH051B INSTALL LARGE WIRED AND WIRELESS SECURITY SYSTEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers installing, entering instructions and testing electronic security systems with in excess of 50 connected devices in buildings, premises and precincts. It encompasses working safely and to standards, following and job specifications, securely placing and connecting security system components, and applying customer relation protocols.
Unit 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.

UEENEEH052B ENTER INSTRUCTIONS AND TEST BASIC WIRED AND WIRELESS SECURITY SYSTEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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 encompasses safe working practices, basic programming as directed in user manuals, adjusting security devices, system testing and following written and oral instruction and procedures and customer relations.
Unit 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.

UEENEEH053B PROGRAM AND TEST LARGE WIRED AND WIRELESS SECURITY SYSTEMS
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 120
Prerequisite(s): To be advised.

**UEENEEH054B PROGRAM AND COMMISSION COMMERCIAL SECURITY ALARM SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers installation and testing of security alarm system typically used in commercial buildings and premises. The unit encompasses working safely, following specifications and security access scenarios, programming security alarm functions, using circuit diagrams and schedules, and providing as-programmed document.

**Unit 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.

**UEENEEH055B PROGRAM AND COMMISSION COMMERCIAL SECURITY ACCESS CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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 access functions, using circuit diagrams and schedules, and providing as-programmed document.

**Unit 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.

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

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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 CCTV functions, using circuit diagrams and schedules, and providing as-programmed document.

**Unit 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.

**UEENEEH057B DEVELOP BASIC INTEGRATED SECURITY SYSTEMS PLAN**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit 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.

**UEENEEH058B DESIGN INTEGRATED SECURITY SYSTEMS FOR A SINGLE SITE**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers integrating security components to form a security system with multiple and interrelated subsystems. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Unit 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.

**UEENEEH059B DESIGN INTEGRATED COMPLEX SECURITY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers integrating security components to form a complex security system across multiple sites with multiple and related subsystems and remote monitoring and control. It encompasses applying knowledge of security scenarios and security network standards and protocols, selecting network topology and physical media, disaster recovery planning, performance management and negotiating with clients and others and documenting design.

**Unit 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.

**UEENEEH060B PLAN ELECTRONIC PROJECTS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.
Content: This unit covers development and documentation of electronics project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Unit 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.

**UEENEEH061B POSITION AND TERMINATE FIRE DETECTION AND WARNING SYSTEM APPARATUS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers installing electronic fire detection and warning systems in buildings and premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting fire detection system and warning, components, and applying customer relation protocols.

Unit 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.

**UEENEEH062B VERIFY COMPLIANCE AND FUNCTIONALITY OF FIRE PROTECTION INSTALLATIONS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers testing and visual inspection for verifying that a fire protection system and components are safe, and complies with requirements and functions as intended. It encompasses working safely, conducting compliance tests, conducting visual inspections, identifying non-compliance defects and mandatory reporting requirements.

Unit 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.

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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers programming fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Unit 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.

**UEENEEH064B COMMISSION COMMERCIAL FIRE PROTECTION SYSTEMS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers commissioning fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring. It encompasses working safely, applying knowledge of fire protection scenarios, using fire protection standards and protocols, entering system instructions, testing functionality of fire protection components and system operation, and documentation of commissioning activities.

Unit 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.

**UEENEEH065B FIND AND REPAIR FAULTS IN FIRE PROTECTION SYSTEMS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers fault finding and repair of fire protection systems that include multiple connected detection, warning and fire control devices and remote monitoring to the subassembly level. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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.

**UEENEEH066B FAULT FIND MICROCONTROLLER BASED HARDWARE**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers determining correct operation of micro controller systems. It encompasses working safely, problem solving procedures, providing solutions derived from measurements and calculations to predictable faults in micro controller hardware.

Unit 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.
interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

**UEENEEH067B COMMISSION ELECTRONICS AND COMMUNICATIONS SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

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

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the implementation, performance and evaluation of component connections and terminations of conductors, wiring, cables, and other recognised mediums. It encompasses implementing reliable termination and connection processes, working to specifications, safe use of connection and termination tools, safe use of termination and/or soldering devices, selection and placement of components, termination and connection preparation, termination and connection techniques, and evaluating termination and connection work.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers fault finding and repair of faults in signal processing and scanning and deflection sections of television receivers. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers fault finding and repair of communication systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

**Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of professional and high-end audio amplifiers, preamplifiers, receivers, graphic equalizers, speakers and the like. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit 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.

UEENEEH074B FIND AND REPAIR FAULTS IN AUDIO/VIDEO
RECORDING EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of ACR, CD, VCR and DVD players/recorders. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical fault finding procedures, conducting repairs, safety and functional testing and completing the necessary service documentation.

Unit Hours: To be advised.
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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of security system installations. The unit encompasses safe working practices, interpreting circuit diagrams, applying knowledge of security systems to logical fault finding procedures, rectifying faults/malfunctions, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of faults in cathode ray tubes, liquid crystal and plasma display circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of display circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of faults in SACD, DVD and DVDA recording and replay apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of recording and replay apparatus components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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 CAMERA
CIRCUITS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of faults in camera circuits. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of camera circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers fault finding and repair of faults in digital television apparatus. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital television apparatus circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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; 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers fault finding and repair of faults in digital transmission systems. The unit encompasses safe working practices, interpreting diagrams, applying logical diagnostic methods and knowledge of digital transmission systems circuit components, rectifying faults, safety and functional testing and completing the necessary service documentation.

**Unit 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.

**UEENEEH081B DESIGN PRINTED CIRCUIT BOARDS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the design of printed circuit boards. The unit encompasses application of knowledge of electronic circuits, components, component assemblies, developing alternative design schemes based on design brief, customer relations and documenting designs.

**Unit 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.

**UEENEEH082B DEVELOP SOLUTIONS TO RF AMPLIFIERS PROBLEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers developing engineering solutions to resolve problems with RF amplifiers. It encompasses working safely, applying extensive knowledge of RF amplifier circuits and device operation and their application, gathering and analyzing data, applying problem solving techniques, developing and documenting solutions and alternatives.

**Unit 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.

**UEENEEH083B ANALYSE THE PERFORMANCE OF WIRELESS BASED ELECTRONIC SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the analysis of wireless-based electronic systems to provide solutions to mobile communications performance. It encompasses working safely, applying extensive knowledge of mobile communications parameters, gathering and analysing data, applying problem solving techniques, developing and documenting results and solutions for use in design work.

**Unit 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.

**UEENEEH084B MODIFY DSP BASED SUB-SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers modifying electronic DSP based sub-systems. It encompasses working safely, following design brief, applying knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.

**Unit 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.

**UEENEEH085B DESIGN A SIGNAL-CONDITIONING SUBSYSTEM**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers designing signal-conditioning subsystems incorporating sensors and transducers and digital and analogue elements. It encompasses working safely, following design brief, applying knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, testing developed system prototype operation and documenting design and development work.

**Unit 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.

**UEENEEH088B DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the design and development of electronics/computer systems projects. It encompasses working safely, designing, constructing, recording,
evaluating and reporting of an electronics/computer systems design project.

Unit 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.

**UEENEEJ001B INSTALL AND SET UP TRANSDUCERS AND SENSING DEVICES**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the installation and setting up of transducers and sensors. It encompasses working safely and to installation standards, matching equipment with that specified for a given location, placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections, adjusting and setting up devices to specifications and manufacturer instructions and completing the necessary installation documentation.

Unit 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.

**UEENEEJ002B PREPARE REFRIGERATION TUBING AND FITTINGS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the basic connection of refrigeration and air conditioning piping/tubing and fittings. It encompasses the safe use of hand, fixed and portable power tools for cutting, flaring, bending, swaging, silver brazing copper tube to copper tube, bundy tube and brass and steel fittings, measurement and reading drawings and diagrams.

Unit 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.

**UEENEEJ003B DETERMINE THE BASIC OPERATING CONDITIONS OF VAPOUR COMPRESSION SYSTEMS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the determination of the operating conditions of vapour compression systems. It encompasses working safely, determining refrigerant pressures and temperatures and relevant air and water temperatures using measurement and basic calculation methods.

Unit 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.

**UEENEEK010B CO-ORDINATE MAINTENANCE OF RENEWABLE ENERGY APPARATUS AND SYSTEMS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers coordinating the maintenance of renewable energy apparatus and systems. It encompasses working safely, following maintenance schedules, ascertaining the extent of any repairs required, and the personnel needed to repair the breakdown, providing technical support to maintenance personnel and reporting.

Unit 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.

**UEENEEK012B PROVIDE BASIC SUSTAINABLE ENERGY SOLUTIONS FOR ENERGY REDUCTION IN DOMESTIC PREMISES**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers monitoring energy use and providing basic sustainable energy options to reduce the energy consumption in domestic residences. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.

Unit 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.

**UEENEEK022B PLAN RENEWABLE ENERGY PROJECTS**

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

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

Unit 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.
**UEENEK023B CARRY OUT BASIC REPAIRS TO RENEWABLE ENERGY APPARATUS BY REPLACEMENT OF COMPONENTS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit deals with the replacement of electrical and nonelectrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and reporting repair activities.

**Unit 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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**UEENEK024B ASSEMBLE AND SET UP PHOTOVOLTAIC APPARATUS IN DOMESTIC DWELLINGS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers installing of photovoltaic apparatus in domestic dwellings. It encompasses safe working practices; secure placement and connection of apparatus, following written and oral instruction and procedures and customer relations.

**Unit 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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**UEENEK025B SOLVE BASIC PROBLEMS IN PHOTOVOLTAIC ENERGY APPARATUS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus 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.

**Unit 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.

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**UEENEK026B INSTALL AND SET UP GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

**Unit 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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**UEENEK027B DIAGNOSE FAULTS IN RENEWABLE ENERGY CONTROL SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers diagnosing and rectifying faults in renewable energy control systems. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

**Unit 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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**UEENEK028B SOLVE BASIC PROBLEMS IN STAND-ALONE RENEWABLE ENERGY SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extra-low voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

**Unit 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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**UEENEK029B DESIGN RENEWABLE ENERGY HEATING SYSTEMS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit covers the design of renewable energy heating systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

**Unit Hours:** 120

**Required Reading:**

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

UEENEK030B SOLVE BASIC PROBLEMS IN WIND ENERGY CONVERSION SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers providing known solutions to predictable problems in wind energy conversion systems. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems
Unit 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.

UEENEK031B DESIGN WIND ENERGY CONVERSION SYSTEMS RATED TO 10 KW

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of wind energy conversion systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.
Unit 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.

UEENEK032B DEVELOP STRATEGIES TO ADDRESS SUSTAINABILITY ISSUES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers developing strategies to address greenhouse gases and sustainability issues. It encompasses working safely, apply extensive knowledge of sustainable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.
Unit 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.

UEENEK033B DESIGN HYBRID POWER SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of hybrid power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.
Unit 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.

UEENEK034B INSTALL STAND-ALONE PHOTOVOLTAIC POWER SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

UEENEK035B DESIGN GRID CONNECTED POWER SUPPLY SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the design of grid connected power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.
Unit 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.

UEENEK036B PREPARE GRID CONNECTED PHOTOVOLTAIC POWER SYSTEMS FOR LV CONNECTION

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit covers the preparation of grid connected photovoltaic power systems for connection to an electricity supply grid via an
inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, preparing for the required circuit connections and completing the necessary installation documentation.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured parameters.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek energy reduction strategies in the workplace. The unit seeks to minimise negative impacts on the environment.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to 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.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the gas detection aspects of ensuring a work place is safe from explosive and toxic gases and vapours. It requires the ability to use measuring instruments accurately, follow written instructions and to write instructions for others.

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment that is specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Unit 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.

UEENEEM005B INSTALL AND MAINTAIN INTEGRITY OF FIXED GAS DETECTION EQUIPMENT

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the installation, calibration and response checking of permanent gas detection equipment. It requires the ability to match equipment with that specified for a given location and to use manufacturer manuals to maintain accuracy of gas monitoring devices.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to standards and manufacturer instructions and complete the necessary maintenance documentation.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment. It requires the ability to establish and document the level of work required, arrange for the overhaul/repair to be carried, verify compliance of overhauled/repaired equipment and complete the necessary documentation.

Unit 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.

UEENEEM008B ASSESS EXPLOSION-PROTECTED EQUIPMENT FOR COMPLIANCE WITH STANDARDS

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects of assessing compliance of electrical equipment. It requires the ability to assess and to report on the integrity of equipment, gather assessment and test documentation from accredited testing stations and prepares submissions to accredited certification bodies.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects for electrical installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit covers the explosion-protection aspects for conducting visual and close inspections of electrical installations for hazardous areas. It requires the ability to follow inspection programs, work safely, and identify conditions that affect the integrity of explosion-protection and document inspection findings.

Unit 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,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of conducting initial, periodic and sample audit inspections of explosion-protected equipment and installations. It requires the ability to conduct a site dossier, work safely in a hazardous area, inspect against Standards and report and act on inspection results.
Unit 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.

UEENEEM012B DEVELOP AND MANAGE MAINTENANCE PROGRAMS FOR HAZARDOUS AREAS ELECTRICAL EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of plant maintenance schemes. It requires the ability to develop and manage maintenance programs incorporating strategies for periodic inspections, repair/overhaul/replacement of components and recording of maintenance outcomes.
Unit 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.

UEENEEM013B ENSURE THE SAFETY OF HAZARDOUS AREAS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of ensuring that potentially explosive atmospheres, generated by production, processing or servicing activities, do not pose a hazard to persons, property or the environment.
Unit 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.

UEENEEM014B DESIGN AND DEVELOP MODIFICATIONS TO EXPLOSION-PROTECTED EQUIPMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of designing and developing modifications to explosion-protected equipment. It requires the abilities in technical design and compliance assessments and documentation.
Unit 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.

UEENEEM015B Classify Hazardous Areas

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers knowledge and skills to classify areas where potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones delineating the levels of risk.
Unit 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.

UEENEEM016B DESIGN ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: 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, identify 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.
Unit 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.

UEENEEM017B DESIGN EXPLOSION-PROTECTED ELECTRICAL SYSTEMS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit covers the explosion-protection aspects of design electrical systems. It requires the ability to establish design briefs and to pursue economical and effective design solutions.
Unit 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.
**UENEEPO008B ATTACH CORDS AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 250 VOLT SUPPLY**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 250V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and connectors, safety testing and reporting.

*Unit 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.

**UENEEPO088 CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD ASSEMBLIES AND CORD CONNECTED EQUIPMENT**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: This unit covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

*Unit 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.

**UETTDREL01A APPLY ENVIRONMENT AND SUSTAINABLE ENERGY PROCEDURES**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: This Unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks and impacts, the undertaking of work in accordance with sustainable energy and energy conservation principles, the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating in contributing in environmental procedures according to established enterprise requirements.

*Unit 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.

**UETTDREL02A OPERATE PLANT AND EQUIPMENT NEAR LIVE ELECTRICAL CONDUCTORS/APPARATUS**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

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

*Unit 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.

**UTENES002A ATTEND TO BREAKDOWN**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: Prepare to attend breakdown; Evaluate extent of work; Confirm completion.

*Unit 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.

**UTENES008A PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

*Unit Hours*: 240

*Required Reading*: ·

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

**UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS**

*Locations*: Footscray Nicholson, Sunshine,

*Prerequisite(s)*: To be advised.

*Content*: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

*Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.
Unit 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.

UTENES051A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to use routine equipment, plant and technologies; Use routine equipment, plant and technologies; Complete use of routine equipment, plant and technologies.
Unit 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.

UTENES052A INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to interact with customers or clients; Interact with customers or clients; Confirm results of interaction with customers or clients.
Unit 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.

UTENES053A PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to contribute to operating plant and equipment; Contribute to operating plant and equipment; Complete contribution to operating plant and equipment.
Unit 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.

UTENES054A PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to produce routine products; Produce routine products; Check results of products produced.
Unit 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.

UTENES055A PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare produce routine tools and devices; Produce routine tools and devices; Check results routine tools and devices produced.
Unit Hours: 160
Required 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.
Unit 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.

UTENES057A APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to apply computations when using equipment, materials and concepts; Carry out computations when using equipment, materials and concepts; Confirm results of computations when using equipment, materials and concepts.
Unit 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.
UTENES058A IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to identify affects of energy on machinery and materials; Identify affects of energy on machinery and materials; Check results of the affects of energy on machinery and materials.
Unit 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.

UTENES059A IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to identify building techniques, methods and materials; Identify building techniques, methods and materials; Confirm building techniques, methods and materials used.
Unit 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.

UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Prepare to undertake routine work activities; Carry out work as instructed; Check results of the completed work.
Unit Hours: 140
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

UTENES063A CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.
Unit 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.

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Install wiring enclosures, cable support systems, cables and accessories.
Unit 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)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Unit 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)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Unit 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)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Unit 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.
UTENES207AA CO-ORDINATE MAINTENANCE OF APPARATUS AND ASSOCIATED SYSTEMS’ CIRCUITS - (COMPUTER SYSTEMS)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Coordinate maintenance of apparatus and associated circuits, piping and components and provided technical support to maintenance personnel.
Unit 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.

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Unit 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.

UTENES302AA UNDERTAKE COMMISSIONING PROCEDURES OF APPARATUS AND ASSOCIATED COMPLEX CIRCUITS - (COMPUTER SYSTEMS)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Undertake commissioning procedures of apparatus and associated complex circuits, components and computer programming to comply with predetermined parameters.
Unit 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.

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Unit 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)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Unit 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.

UTENES403AA TEST APPARATUS AND COMPLEX CIRCUITS - (COMPUTER SYSTEMS)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Test apparatus and associated complex circuits, and components to ensure they operate as intended.
Unit 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.

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Unit 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.

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Unit 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.
Prerequisite(s): To be advised.

Content: Diagnose and rectify faults in advanced systems and associated apparatus; includes computing, electrical, electronics and instrumentation.

Unit 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.

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UTENES703AA PLAN THE INSTALLATION OF ELECTRICAL/ ELECTRONIC APPARATUS AND ASSOCIATED WIRING/PIPING SYSTEMS - (COMPUTER SYSTEMS)

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: Establish capacity, load and duty of apparatus and circuits within the scope of selecting size and type of cabling, piping or tubing and locating and positioning of apparatus and associated accessories and circuit routes.

Unit Hours: 140

Required 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to install and test a home entertainment system. This includes interconnecting domestic video, audio and control equipment to create an integrated home entertainment system.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to construct, configure and operate a small wireless local area network consisting of a maximum of five computers linked through a network to the internet.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to install and test a wireless intercom system.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to conduct a site survey for a wireless network and produce documentation for network implementation or upgrade.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to set up and operate a wireless communications link. This includes point to point links for a range of purposes using a range of frequency bands and may extend into the infrared and visible portion of the electromagnetic spectrum.
Unit 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.

VBP127 INSTALL COMMUNICATIONS ANTENNAE
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This competency unit sets out the knowledge and skills required to install communications antennas. This includes basic receiving and transmitting antennas for mainly domestic, small commercial and short distance communications application. This unit is not intended to cover the installation of antennas in complex communications networks and broadcasting applications and where the installation requires substantial mechanical support structures.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to install, set up and test embedded control systems used for automatic or semi-automatic operation of a wide range of consumer and industrial equipment.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to test and verify correct operations of a “by-wire” control system. This includes input transducers, output devices, serial bus concepts, channel multiplexing and use of this technology in aviation, automotive, building automation and remote control applications.
Unit Hours: 30
VBP130 IMPLEMENT A DIGITAL CIRCUIT USING A PROGRAMMABLE LOGIC DEVICES (PLD)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to implement, from a given design file, digital circuits on programmable logic devices. These devices may include PLDs, CPLDs, FPGAs or similar technologies.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to construct and configure a basic robotic system. Typical tasks for basic robotics system operation include pick and place, motion, navigation. This unit does not include large, complex industrial robotic systems used in manufacturing operations.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to program small robotic systems. This includes standard developing steps taken when creating code in integrated programming environments and consequently applying the programming code to controlling robotic systems.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to plan and build systems using photonics equipment. This includes identifying photonic components and equipment, interconnecting them and performing measurements on the operating circuits.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to use photonic equipment to measure, calculate and detect distance, movement, size, colour and shape in engineering processes.
Unit 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.

VBP135 USE PHOTONIC EQUIPMENT IN COMMUNICATIONS TECHNOLOGY

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to use photonic equipment to generate, transmit and detect data in communications technology.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to monitor the operation of a small scale power supply system at the site of power supply system. The output of the system is not to exceed 32VDC and not to be connected to main electricity grid.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of a battery source for a given DC load. This
includes wiring up and testing the installation. The voltage of the battery source must not exceed 24 volts DC.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to plan, maintain and commission commonly used rechargeable (secondary) battery systems not exceeding 24 volts DC.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to locate and identify the building blocks and outline broad principles of operation for a reticulated centralised power system.
Unit 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)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of an emergency power supply system not exceeding 32V.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to plan to install, install and commission a sustainable energy power system.
Unit 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.

SCHOOL OF ICT & ELECTROTECHNOLOGY

includes wiring up and testing the installation. The voltage of the battery source must not exceed 24 volts DC.

Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to plan, maintain and commission commonly used rechargeable (secondary) battery systems not exceeding 24 volts DC.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to locate and identify the building blocks and outline broad principles of operation for a reticulated centralised power system.
Unit 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)

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to select the type, capacity and configuration of an emergency power supply system not exceeding 32V.
Unit 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

Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to plan to install, install and commission a sustainable energy power system.
Unit 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.
**FACULTY OF TECHNICAL AND TRADES INNOVATION**

**VBQU451 CONDUCT AN ELECTRICAL CONTRACTING BUSINESS**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to ensure regulatory, technical, occupational and workplace relations requirements are met in conducting a contracting business. It includes applying knowledge of business practices, technical regulations and standards, legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to set up and commission programmable logic controllers. This includes selecting PLCs suitable for a given control application, determining interfacing requirements, performing installation and/or maintenance tasks, and setting up, testing and making adjustments as per specifications. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions, develop and test control programs using a range of programming language approaches developed for PLCs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to develop, install and test programs for supervisory control and data acquisition. This includes working safely, process analysis, developing database of process conditions, developing Human-Machine Interface (HMI), using dedicated SCADA software packages and documenting programs. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to integrate programmable logic controllers into industrial control processes. This includes working safely, integrating various sensors and transducers with PLC I/O modules, using A/D and D/A converters with industrial computer systems, interfacing requirements between electronic modules and other system components, signal conditioning and use of programming techniques for converting electronic hardware signals into appropriate data structures for subsequent processing. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

**Unit 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**

**Locations:** Footscray Nicholson, Sunshine,

**Prerequisite(s):** To be advised.

**Content:** This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in servomotor control systems and stepper motor drive systems. This includes working safely; applying knowledge of servo/stepper drive operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

**Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in AC motor control systems. This includes working safely; applying knowledge of AC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in DC motor control systems. This includes working safely; applying knowledge of DC motor control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to install and maintain induction motors. This includes working safely; applying knowledge and interpreting technical data to perform maintenance, testing, installation and replacement of single phase and 3 phase induction motors. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to evaluate the performance of electrical machines across their load range. This includes working safely; setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in industrial control equipment and systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
Unit 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
Locations: Footscray Nicholson, Sunshine,
Prerequisite(s): To be advised.
Content: This unit of competency sets out the knowledge and skills required to diagnose and rectify faults in electronic power control systems. This includes working safely; applying knowledge of industrial control systems and operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and interpreting technical data. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.
described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to write, test and modify programs for programmable logic controllers (PLCs). This includes working safely, applying knowledge of control systems, program control functions and developing and testing control programs using a range of programming language approaches. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Unit 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

Locations: Footscray Nicholson, Sunshine,

Prerequisite(s): To be advised.

Content: This unit of competency sets out the knowledge and skills required to interpret process and circuit diagrams, perform functional tests, optimise control loops and report control system malfunction. This includes working safely; applying knowledge of control systems in collecting and analysing data and problem solving. If the work requires access to electrical plant and equipment that is fixed wired into relevant domestic, commercial and industrial electrical installations supplied at low voltage or above, the practice of the skills described in this unit are subject to the requirements of the Victorian Electricity Safety Act.1998 and Electricity Safety (Installation) Regulations.

Unit 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.
SCHOOL OF INDUSTRY SKILLS TRAINING

Below are details of courses offered by School of Industry Skills Training in 2010. 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,
Scope of Delivery: Part Time, Full Time
Career Opportunities: This practical course has been developed with industry to provide women and men with the knowledge, skill and industry awareness that the logistics industry is looking for. This VU qualification will enable you to confidently seek employment in a wide range of occupations including technical, operational and administrative positions in businesses or specialised companies involved in moving materials nationally or internationally.
Course Objectives: This course aims to provide entry-level training for persons wishing to work as supervisors and managers in the logistics and supply chain industry.
To provide entry-level theoretical and hands on training for men and women wanting to work in white collar roles in the logistics and supply chain industry.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level band score less than 6.0.
Selection Criteria: Direct Entry, Written Test
Course Duration: 1 year
Course Structure: One year full time. Full-time.
Core Units of Study

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<td>VBP114</td>
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<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<td>USE INFO TECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE</td>
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Elective Units of Study

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<td>HLFA2A</td>
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CERTIFICATE IV IN BUSINESS (OPERATIONS MANAGEMENT)
Course Code: 21699VIC
Campus: Footscray Nicholson,
Scope of Delivery: Part Time
Career Opportunities: Operations Manager
Course Objectives: This course provides students with the skills and knowledge to pursue a career in operations management.
These courses provide students with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge, which are required. Operations Managers perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Work study, Industrial Engineering; Occupational Health and Safety.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Written Test
Course Duration: To be advised.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM403B</td>
<td>IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
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<tr>
<td>TDF397B</td>
<td>IMPLEMENT AND MONITOR OHS PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>MEM12.24A</td>
<td>PERFORM COMPUTATIONS</td>
<td>30</td>
</tr>
<tr>
<td>VBP115</td>
<td>INTRODUCTION TO WAREHOUSE OPERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>TDFPLSCP4A</td>
<td>SCHEDULE AND MANAGE PRODUCTION</td>
<td>50</td>
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<tr>
<td>TDE1397B</td>
<td>APPLY WORKPLACE STATISTICS</td>
<td>20</td>
</tr>
</tbody>
</table>
### DIPLOMA OF BUSINESS (OPERATIONS MANAGEMENT)

**Course Code:** 21700VIC  
**Campus:** Footscray Nicholson,  
**Scope of Delivery:** Part Time  

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

**Course Objectives:** This course provides students with the skills and knowledge to pursue a career in operations management.

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

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

**Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.

**Course Structure:** 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
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<tr>
<td>BSBHR405A</td>
<td>IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES</td>
<td>50</td>
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<tr>
<td>MCM5400A</td>
<td>IMPLEMENT A COMPETITIVE MANUFACTURING SYSTEM</td>
<td>50</td>
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<tr>
<td>MCM260A</td>
<td>USE PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
<td>40</td>
</tr>
<tr>
<td>MCM460A</td>
<td>FACILITATE THE USE OF PLANNING SOFTWARE SYSTEMS IN MANUFACTURING</td>
<td>50</td>
</tr>
</tbody>
</table>

**Core Units of Study**

- BSBPUR501A, BSBPUR502A, BSBPUR504A  
- BSBMGT506A  

**Elective Units of Study**

A minimum of 2 units from the following:

- BSBAN406A  
- LGADMIN421A  
- TADEL404A  
- TDF797B  
- TDI197B  
- BSBFLM409B

### CERTIFICATE III IN PUBLIC TRANSPORT CUSTOMER SERVICE & COMPLIANCE

**Course Code:** 21757VIC  
**Campus:** Industry, Only Delivery.

**Scope of Delivery:** Part Time, Full Time  

**Career Opportunities:** Authorised officers with Public Transport Companies.

**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.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

**Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.

**Course Structure:** Full-time over 486 hours or part-time equivalent. Full-time or part-time
Core Units of Study
Subject BSBCM101A not found
TDE397B PARTICIPATE IN BASIC WORKPLACE COMMUNICATION 40
TDF197B FOLLOW OHS PROCEDURES 20
TDT297C APPLY CUSTOMER SERVICE SKILLS 30
TDL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES 30
THHCR01B WORK WITH COLLEAGUES AND CUSTOMERS 20
VBQU206 PROVIDE TRAVEL INFORMATION TO CUSTOMERS 20
TDA1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS 30
TDE701A USE COMMUNICATION SYSTEMS 20
TDE897B PROCESS WORKPLACE DOCUMENTATION 20
TDF191A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT 30
TDF697B APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TDG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TDDO198B PROVIDE REVENUE PROTECTION MEASURES 20
VBQU207 APPREHEND OFFENDERS 40
PRSS0208A GIVE EVIDENCE IN COURT 4
PRSS0305A MANAGE CONFLICT THROUGH NEGOTIATION 16
PRSS0316A CONTROL PERSONS USING EMPTY HAND TECHNIQUES 16
TDE697B PROVIDE REVENUE PROTECTION MEASURES 20
VPAU349 WORK SAFELY IN THE CONSTRUCTION INDUSTRY 6

COURSE IN BASIC EARTHMOVING
Course Code: 21768VIC
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Earthmoving operator.
Course Objectives: This course provides students with a vocation skill that is in high demand and provides successful participants with a ticket to operate earthmoving equipment.
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Other applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Employer Choice
Course Duration: To be advised.
Course Structure: -

COURSE IN CONSTRUCTION (OHS INDUCTION)
Course Code: 21883VIC
Campus: Werribee, Industry,
Scope of Delivery: Part Time
Career Opportunities: 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 Objectives: This course provides the participants with the skills and knowledge to work safely in the construction industry. It is recognised by WorkSafe for the registration of construction workers for OHS induction.
Entry Requirements: Other Currently working in or an intention to work in the Construction Industry.
Selection Criteria: User Choice (Apprenticeships), Employer Choice
Course Duration: To be advised.
Course Structure: Students must successfully complete the Unit VPAU349 Work Safely in the Construction Industry to receive this qualification.

COURSE IN RIGGING - ADVANCED
Course Code: 3392
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: -
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20% Non-year current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Other applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Employer Choice
Course Duration: To be advised.
Course Structure: -
COURSE IN SCAFFOLDING - ADVANCED
Course Code: 3394
Campus: Werribee,
Scope of Delivery: Part Time, Full Time
Career Opportunities: -
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Employer Choice -
Course Duration: To be advised.
Course Structure: -

COURSE IN SCAFFOLDING - INTERMEDIATE
Course Code: 3395
Campus: Werribee,
Scope of Delivery: Part Time, Full Time
Career Opportunities: -
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Employer Choice
Course Duration: To be advised.
Course Structure: -

CERTIFICATE III IN CIVIL CONSTRUCTION (PLANT OPERATIONS)
Course Code: BCC30607
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Employment is readily available as machine operators in mining, land development throughout Australia.
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
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice
Course Duration: 1.5
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
BCCCM1001B FOLLOW OH&S POLICIES AND PROCEDURES 40
BCCCM1002B CONDUCT WORKPLACE COMMUNICATION 20
BCCCM1003B PLAN AND ORGANISE WORK 20
BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS 20
BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC 16
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
Certificate III Electives
BCCCM2001B INSTALL TRENCH SUPPORT 40
BCCCM2013B CONTROL TRAFFIC WITH A STOP-SLOW BAT 40
BCCCM2012B CARRY OUT CONCRETE WORK 40
BCCRC2001B REPAIR POTHOLES 40
BCCRC2008B LAY PIPES 40
BCCRC2003B 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
CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION & MAINTENANCE)

Course Code: BCC30707
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Employment is readily available as machine operators in mining, land development throughout Australia.
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
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice
Course Duration: 1.5
Course Structure: Student must complete 25 Units
16 Core units
9 Elective units
- between 4 and 8 units must be AQF3 level
Elective: Road Construction and Maintenance (refer to the unit list at the end of this section)
- 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)
- Note: 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
BCCCM2007B CARRY OUT BASIC LEVELLING 8
BCCCM2009B USE SMALL PLANT AND EQUIPMENT 16
BCCCM2010B DRAIN AND DEWATER SITE 12
BCCCM2011B SUPPORT PLANT OPERATIONS 8
BCCCM2012B SPREAD AND COMPACT MATERIALS MANUALLY 12
BCCCM2013B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES 30
BCRC22001B REPAIR POTHOLES 40
Certificate III Core Units
BCCCM3001B CONSTRUCT AND DISMANTLE TEMPORARY FENCING AND GATES 40
BCCCM3002B INSTALL TRENCH SUPPORT 40
BCCCM3003B INSTALL SUB-SOIL DRAINAGE 20
BCCCM3004B WORK IN CONFINED SPACES 30
Certificate III Elective Units
BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES 40
BCCCM3006B INSTALL AND MAINTAIN ROADSIDE FIXTURES 30
BCCCM3007B MAINTAIN DRAINAGE SYSTEMS 16
BCCCM3008B LAY PAVERS 24
BCCCM3009B CONDUCT EARTHWORKS 80

CERTIFICATE III IN GENERAL CONSTRUCTION

Course Code: BCG31398
Campus: Werribee,
Scope of Delivery: Part Time, Full Time
Career Opportunities: General Construction Industry.
Course Objectives: The course provides participants with the skills and knowledge to undertake work in the general construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: User Choice (Apprenticeships), Employer Choice

Course Duration: To be advised.

Course Structure: This course is offered on a flexible delivery basis in the workplace. This course is also available as an apprenticeship or traineeship. Full-time or part-time.

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

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>8</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
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<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td>16</td>
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<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>40</td>
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<tr>
<td>BCG2001A</td>
<td>PREPARE SURFACES</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>CARRY OUT GENERAL DEMOLITION</td>
<td>32</td>
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<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>
</tr>
<tr>
<td>BCG2008A</td>
<td>USE EXPLOSIVE POWER TOOLS (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG2009A</td>
<td>CARRY OUT CONCRETE WORK</td>
<td>40</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>CARRY OUT BASIC SETTING OUT</td>
<td>12</td>
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<tr>
<td>BCG3013A</td>
<td>CONDUCT FORKLIFT OPERATIONS</td>
<td>32</td>
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<tr>
<td>BCG3041A</td>
<td>UNDERTAKE DOGGING</td>
<td>80</td>
</tr>
<tr>
<td>BCG3043A</td>
<td>OPERATE HOIST</td>
<td>24</td>
</tr>
</tbody>
</table>

Elective Units of Study

Three Series 3000 elective units selected by the student, in consultation with his/her employer, with the approval of the head of department, having regard to the list of relevant units in-

- General Construction Package (published 1998)
- General Construction Training Package Implementation Guide (Published June 1999)

DIPLOMA OF LOGISTICS MANAGEMENT

Course Code: TDT51002

Campus: Industry,

Scope of Delivery: Part Time

Career Opportunities: An exciting career exists for many candidates who successfully complete the Diploma Course. Careers in a wide range of industries exist with this qualification and allows for entry into a number of higher education courses.

Course Objectives: (For continuing students only)

The course equips students with the skills and knowledge required to advance their career in integrated logistics management in the road transport, warehousing, distribution, storage industries and expand into many other Logistics and Supply Chain Industries.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Interview Selection may be based on an interview.

Course Duration: To be advised.

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB41515</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
</tr>
<tr>
<td>TDT1298B</td>
<td>APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS</td>
<td>40</td>
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<tr>
<td>MEM11.15A</td>
<td>INVENTORY MANAGEMENT</td>
<td>60</td>
</tr>
<tr>
<td>TDT1209B</td>
<td>DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES</td>
<td>30</td>
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<tr>
<td>TDT1998B</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>40</td>
</tr>
<tr>
<td>TDTQ298B</td>
<td>SET AND ACHIEVE BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>THHGLE10B</td>
<td>MANAGE WORKPLACE RELATIONS</td>
<td>60</td>
</tr>
</tbody>
</table>

Students must successfully complete all 7 units listed above.
CERTIFICATE I IN TRANSPORT AND LOGISTICS
(WAREHOUSING AND STORAGE)
Course Code: TLI10107
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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
Entry Requirements: Other Student, employer or agency selection
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 0.5 years
Course Structure: Students must successfully complete a total of 7 units.
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

CERTIFICATE I IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI10207
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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
Entry Requirements: Other Student or Employer choice
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 0.5 years
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
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE I IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TLI10407
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Employment as station assistant with Connex
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
Entry Requirements: Other Student or Employer choice
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 0.5 years
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
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLII207D  APPLY CUSTOMER SERVICE SKILLS 30
TLIG107C  WORK EFFECTIVELY WITH OTHERS 40

CERTIFICATE II IN TRANSPORT AND LOGISTICS
(WAREHOUSING AND STORAGE)
Course Code: TLI20107
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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
Entry Requirements: Other Student, employer or agency selection
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 1 year
Course Structure: Students must successfully complete a total of 14 units
Certificate II
TLIA2107C  DESPATCH STOCK 20
TLIB107C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLID1007C  OPERATE A FORKLIFT 40
TLIJ107C  APPLY QUALITY PROCEDURES 20
CERTIFICATE II IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)

Course Code: TLI20207
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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
Entry Requirements: Other Student, employer and agency selection
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 1 year
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

Certificate I
TLI107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
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,
Scope of Delivery: Part Time, Full Time
Career Opportunities: The demand for new Station Assistants is greater than the available applicants. Recruitment is ongoing
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
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 1 year
Course Structure: Students must successfully complete a total of 14 units
Certificate II
TLIE807C PROCESS WORKPLACE DOCUMENTATION 20
TLIF607C APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TLIK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIK307C APPLY KEYBOARD SKILLS 20
BSBCMN217A PROCESS CUSTOMER FEEDBACK 30
TLIQ1307B ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
BSBCMN216A CREATE CUSTOMER FEEDBACK 20

Certificate I
TLI107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TLIF107C FOLLOW OH&S PROCEDURES 20
TLID107C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLIE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIG107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
BSBCMN208A DELIVER A SERVICE TO CUSTOMERS 20
CERTIFICATE III IN TRANSPORT AND LOGISTICS
(WAREHOUSING AND STORAGE)
Course Code: TLI30107
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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.
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 2 years
Course Structure: Students must successfully complete a total of 21 units.
Certificate III
TLIA1707C  APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS 40
TLIA1807C  ORGANISE DESPATCH OPERATIONS 40
TLIE207C  CONSOLIDATE MANIFEST DOCUMENTATION 20
TJIE207C  ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TLIG207C  LEAD A WORK TEAM OR GROUP 40
TLIU1607C  APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES 40
TLIU1507C  COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
TLD1207C  OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TLD4307B  SHIFT LOADS USING GANTRY EQUIPMENT 80
TLD4407B  SHIFT LOADS USING CRANES 80
Certificate II
TLIB107C  CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLD1007C  OPERATE A FORKLIFT 40
TLJ107C  APPLY QUALITY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIA207C  PICK AND PROCESS ORDERS 20
TLD207C  DESPATCH STOCK 20
BSBCMN208C  DELIVER A SERVICE TO CUSTOMERS 20
Certificate I
TJIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF07C  FOLLOW OHS PROCEDURES 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG07C  WORK EFFECTIVELY WITH OTHERS 40
TLD107C  SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLD207C  SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TJIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40

CERTIFICATE III IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)
Course Code: TLI30207
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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.
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 2 years
Course Structure: Students must successfully complete a total of 21 units.
Certificate III
TLIC707C  OPERATE VEHICLE CARRYING SPECIAL LOADS 40
TLIE1807B  MAINTAIN FREIGHT RECORDS 20
TLIE207C  ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TLIF1307C  COORDINATE BREAKDOWNS AND EMERGENCIES 30
TLIH207C  PLAN AND NAVIGATE ROUTES 20
BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
TLIC407D  DRIVE HEAVY RIGID VEHICLE 40
TLD1207C  OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TLD4307B  SHIFT LOADS USING GANTRY EQUIPMENT 80
TLD4407B  SHIFT LOADS USING CRANES 80
Certificate II
TLID407C  LOAD AND UNLOAD GOODS/CARGO 30
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLJJ107C  APPLY QUALITY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIC307C  DRIVE MEDIUM RIGID VEHICLE 40
TLIB407C  CARRY OUT VEHICLE INSPECTION 20
BSBCMN208A  DELIVER A SERVICE TO CUSTOMERS 20
Certificate I
TLIE507C  CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLIF07C  FOLLOW OHS PROCEDURES 20
TLIF207C  CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG07C  WORK EFFECTIVELY WITH OTHERS 40
TLD107C  SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20
TLD207C  SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TJIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
FACULTY OF TECHNICAL AND TRADES INNOVATION

Certificate I
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
TLI107C  COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TLIE307C  PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40

Certificate III
TLIQ1307B  ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
THG6050B  DEAL WITH CONFLICT SITUATIONS 20
PSP60205B  PARTICIPATE IN WORKPLACE CHANGE 20
TLI207C  APPLY QUALITY SYSTEMS 40
TLIF307C  IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 30
BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

Certificate II
TLIG707B  WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIF607C  APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIK307C  APPLY KEYBOARD SKILLS 20
BSBCMN217A  PROCESS CUSTOMER FEEDBACK 20
BSBCMN216A  CREATE CUSTOMER FEEDBACK 20
TLIQ1307B  ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30

Certificate IV
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 III IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)
Course Code: TLI30407
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: EMPLOYMENT AS STATION ASSISTANT WITH CONNEX
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
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 2 years
Course Structure: Students must successfully complete a total of 21 units.
Certificate III
TLIQ1307B  ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30
THG6050B  DEAL WITH CONFLICT SITUATIONS 20
PSP60205B  PARTICIPATE IN WORKPLACE CHANGE 20
TLI207C  APPLY QUALITY SYSTEMS 40
TLIF307C  IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 30
BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

Certificate II
TLIG707B  WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
TLIE807C  PROCESS WORKPLACE DOCUMENTATION 20
TLIF607C  APPLY ACCIDENT-EMERGENCY PROCEDURES 20
TLIK107C  USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLIK307C  APPLY KEYBOARD SKILLS 20
BSBCMN217A  PROCESS CUSTOMER FEEDBACK 20
BSBCMN216A  CREATE CUSTOMER FEEDBACK 20
TLIQ1307B  ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS 30

Certificate I
TLI107C  COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TLIF107C  FOLLOW OH&S PROCEDURES 20

CERTIFICATE IV IN TRANSPORT AND LOGISTICS (WAREHOUSING AND STORAGE)
Course Code: TLI40107
Campus: Werribee, Industry,
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 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.
Entry Requirements: Other
Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)
Course Duration: 3 years
Course Structure: Students must successfully complete a total of 28 units.
Certificate IV
TLIF707C  IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES 40
TLIF1407C  DEVELOP AND MAINTAIN A SAFE WORKPLACE 50
TLI107D  COORDINATE QUALITY CUSTOMER SERVICE 30
TLIL507D  APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES 40
TLIG607C  FACILITATE WORK TEAMS 50
TLIL907C  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 50
TLIA2307C  COORDINATE STOCKTAKES 20

Certificate III
TLIA1507C  COMPLETE RECEIVAL/DESPATCH DOCUMENTATION 40
TLIA1707C  APPLY PRODUCT KNOWLEDGE TO WORK OPERATIONS 40
TLIA1807C  ORGANISE DESPATCH OPERATIONS 40
TLIE1207C  CONSOLIDATE MANIFEST DOCUMENTATION 20
TLIE207C  ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30

Certificate II
TLID1207C  OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT 40
TLID4307B  SHIFT LOADS USING GANTRY EQUIPMENT 80
TLID4407B  SHIFT LOADS USING CRANES 80
CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT)

Course Code: TLI40207

Campus: Werribee, Industry,

Scope of Delivery: Part Time, Full Time

Career Opportunities: 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 Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: Other Student, employer or agency selection

Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)

Course Duration: 3 years

Course Structure: Students must successfully complete a total of 28 units

Certificate IV

TLI507C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT 40
TLI107C OPERATE A FORKLIFT 40
TLI207C APPLY QUALITY PROCEDURES 20
TLI307C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40
TLI407C PICK AND PROCESS ORDERS 20
TLI907C DESPATCH STOCK 20
BSBCCMN208C DELIVER A SERVICE TO CUSTOMERS 20

TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLI107C FOLLOW OH&S PROCEDURES 20
TLI207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TLI307C WORK EFFECTIVELY WITH OTHERS 40
TLI407C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT 20
TLI507C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLI607C SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS 20

CERTIFICATE IV IN TRANSPORT & LOGISTICS (RAIL OPERATIONS)

Course Code: TLI40407

Campus: Werribee, Industry,

Scope of Delivery: Part Time, Full Time

Career Opportunities: EMPLOYMENT AS STATION ASSISTANT WITH CONNEX

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.

Entry Requirements: Other

Selection Criteria: User Choice (Apprenticeships), Employer Choice Student selection (skill sets)

Course Duration: 3 years

Course Structure: Students must successfully complete a total of 28 units

Certificate IV

TLIC107C OPERATE VEHICLE CARRYING SPECIAL LOADS 40
TLI107B MAINTAIN FREIGHT RECORDS 20
TLI207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS 30
TLI207C COORDINATE BREAKDOWNS AND EMERGENCIES 30
TLI307C PLAN AND NAVIGATE ROUTES 20
BSBCCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40

Certificate III

TLIC107C DELIVER A SERVICE TO CUSTOMERS 20
TLIC407B CARRY OUT VEHICLE INSPECTION 20
TLIC307B DRIVE MEDIUM RIGID VEHICLE 40
TLID407C LOAD AND UNLOAD GOODS/CARGO 30
TLIE807C PROCESS WORKPLACE DOCUMENTATION 20
TLI107C APPLY QUALITY PROCEDURES 20
TLIC107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE 40

Certificate II

TLIC107C DRIVE VEHICLES 30
TLI107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES 30
TLI307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS 40
TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS 20
TLI107C FOLLOW OH&S PROCEDURES 20
TLI207C CONDUCT HOUSEKEEPING ACTIVITIES 20
TLIG107C WORK EFFECTIVELY WITH OTHERS 40
CERTIFICATE IV IN TRANSPORT AND LOGISTICS (ROAD TRANSPORT - DRIVING INSTRUCTION)

Course Code: TL41207
Campus: Werribee,
Scope of Delivery: Part Time

Career Opportunities: Motor vehicle driving instruction.

Course Objectives: To give participants the skills, knowledge and qualification to teach others to obtain a licence to drive a motor vehicle.

Entry 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 Criteria: Written Test, Practical Test, Employer Choice

Course Duration: To be advised.

Course Structure: 9 weeks. This course is offered on a part-time basis

Students must successfully complete a total of 11 core units

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<tr>
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<td>TADEL301B</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
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DIPLOMA OF LOGISTICS

Course Code: TLI50107

Campus: Footscray Nicholson, Industry,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Provides skills and knowledge to advance your career in such fields as purchasing, materials management, inventory management, warehousing, distribution, transport and customer service.

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.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. * Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Interview Selection is based on ENTER score with a possible interview. Applicants wishing to start the course at other times through the year may apply via direct entry. Contact the Unit on 9919 6259.

Course Duration: To be advised.

Course Structure: 1 year full time or part time equivalent. Full time and Part time.

Students must successfully complete all units listed below:

- TLU2907C PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES 60
- TLU5807A MANAGE FACILITY AND INVENTORY REQUIREMENTS 130
- MEM11015B MANAGE WAREHOUSE INVENTORY SYSTEM 40
- BSBMGT502A MANAGE PEOPLE PERFORMANCE 70
- BSBMGT505A ENSURE A SAFE WORKPLACE 60
- TLI1807B MANAGE CUSTOMER SERVICE 60
- TLL1807C DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES 40
- TLI5507A MANAGE A SUPPLY CHAIN 60
- TLI5807C DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN 150
- TLP807C MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT 100
- TUQ207C SET AND ACHIEVE A BUDGET 40
- TLR307C NEGOTIATE A CONTRACT 60
- TLR507A MANAGE A CONTRACT 40
- TLR607A DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES 80
SUBJECTS

Below are subject details for courses offered by the School of Industry Skills Training in 2010. 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
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to work safely on a civil construction site adhering to OH&S policies and procedures. It includes the minimum criteria for competency assessment.
This unit includes emergency procedures, identification of hazards applicable to civil construction workplaces and basic risk assessment.
Unit Hours: 40
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Written objective tests; Practical projects AND/OR RPL.

BCCCM1002B CONDUCT WORKPLACE COMMUNICATION
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to communicate effectively with other workers in a civil construction workplace environment. It includes the minimum criteria for competency assessment.
This unit includes gathering, conveying and receiving information through verbal and written forms of communication.
Unit Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Workplace assessment; Practical exercises; Assignments and/or RPL.

BCCCM1003B PLAN AND ORGANISE WORK
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to plan allotted tasks to maximise personal productivity on a civil construction site. It includes the minimum criteria for competency assessment.
This unit includes pre-work planning and the safe and efficient sequencing of work.
Unit Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Practical exercises; Verbal assessment and/or RPL.

BCCCM1004B CARRY OUT MEASUREMENTS AND CALCULATIONS
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a civil construction work environment. It includes the minimum criteria for competency assessment.
Unit Hours: 20
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Practical exercises; Verbal assessment and/or RPL.

BCCCM1005B HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF NONTOXIC
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: 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 removal of waste and the area clean up.
Unit Hours: 16
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Practical exercises and/or RPL.

BCCCM2002C USE SMALL PLANT AND EQUIPMENT
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to use a range of small plant and equipment commonly employed in civil construction activities and sites. It includes the minimum criteria for competency assessment.
The unit covers the selection of the most appropriate equipment, the planning and preparation for work, the conduct of checks, the use of the plant or equipment and the post operational maintenance and clean up.
Unit Hours: 16
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Workplace assessment; Practical projects; and/or; RPL.

BCCCM2003B READ AND INTERPRET PLANS AND SPECIFICATIONS
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to read and interpret plans and specifications relevant to civil construction operations. It includes the minimum criteria for competency assessment.
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.
BCCCM2004B DRAIN AND DEWATER SITE
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to drain and/or dewater civil construction project sites for environmental protection purposes and the control of water which may effect construction. It includes the minimum criteria for competency assessment.

This unit includes the drainage of surface water and the dewatering of trenches, excavations, pits, wells, ponds and coffer dams.

Unit Hours: 12
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Workplace assessment; Practical exercises; and/or RPL.

BCCCM2005B CARRY OUT MANUAL EXCAVATION
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: 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.

The unit includes preparation for work, the digging and cleaning of the excavation, excavation of post holes, the application of basic collapse prevention techniques, the isolating of the immediate area and the final clean up.

Unit Hours: 8
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Practical exercises and/or RPL.

BCCCM2006B SUPPORT PLANT OPERATIONS
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required by a spotter to support plant operations on a construction site. It includes the minimum criteria for competency assessment.

The unit covers planning and preparation for work, the identification and protection of services, the direction and guidance of plant operations, and the manual finishing and clean up of jobs.

Unit Hours: 8
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Workplace assessment; Practical exercises; Verbal assessment and/or RPL.

BCCCM2007B SPREAD AND COMPACT MATERIALS MANUALLY
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to spread and compact soils and aggregate with hand tools, hand tampers and small compaction equipment. It also includes the minimum criteria for competency assessment.

This unit includes the drainage of surface water and the dewatering of trenches, excavations, pits, wells, ponds and coffer dams.

Unit Hours: 12
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Workplace assessment; Practical exercises; and/or RPL.

BCCCM2008B CARRY OUT BASIC LEVELLING
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to carry out basic levelling including the establishment of earthwork alignment and the transfer of heights from the survey control. It includes the minimum criteria for competency assessment.

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.

Unit Hours: 8
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Simulated workplace assessment; Written objective tests; Oral test/technical interview; Workplace assessment; Practical exercises; Practical projects.

BCCCM2009B WORK IN CONFINED SPACES
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to work in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. It includes the minimum criteria for competency assessment.

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.

Unit Hours: 30
Required Reading: VU produced Unit Learning Resources (Various) VU 2008
Assessment: Project work; Practical exercises; Verbal assessment; RPL.

BCCCM2010B INSTALL TRENCH SUPPORT
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to shore a trench to prevent the collapse of trench walls and provide safety to personnel working in the trench. It includes the minimum criteria for competency assessment. This unit includes the set out, installation and removal of shoring.
BCCCM2012B CARRY OUT CONCRETE WORK

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to carry out concreting work on civil construction projects to foundations, slabs and retaining structures. It includes the minimum criteria for competency assessment. This unit includes setting out, reinforcing, erecting and dismantling formwork, placing, finishing and curing concrete

Unit Hours: 40

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

Assessment: Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises; Practical projects.

BCCCM2013C CONTROL TRAFFIC WITH A STOP-SLOW BAT

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to control traffic on public roads and construction sites for the protection of site workers and the general public, including the minimum criteria for competency assessment. This unit includes operating a radio and using a stop-slow bat

Unit Hours: 40

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

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.

BCCCM2014B IDENTIFY, LOCATE AND PROTECT UNDERGROUND SERVICES

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to identify, locate and protect underground services in preparation of a site for construction operations. It includes the minimum criteria for competency assessment. This unit includes searching for known or potential services or utilities which may exist under the surface of a specified excavation site.

Unit Hours: 30

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

Assessment: Project work; Practical exercises; Practical projects; Assignment and/or RPL.

BCCCM3001B CONSTRUCT AND DISMANTLE TEMPORARY FENCING AND GATES

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to construct 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.

Unit Hours: 40

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

Assessment: Project work; Practical exercises and/or RPL.

BCCCM3003C IMPLEMENT TRAFFIC MANAGEMENT PLAN

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to implement a traffic management plan for works on roads ensuring traffic flow is maintained and risk to the safety of the public and workers is minimised. It includes the minimum criteria for competency assessment.

The unit includes traffic management plans for public and private roads, parking areas and restricted access construction sites.

Unit Hours: 20

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

Assessment: Written objective tests; Practical exercises.

BCCCM3005B CARRY OUT SITE BASED RISK CONTROL PROCESSES

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit covers the competency to carry out site based risk control processes. It includes the minimum criteria for competency assessment. The unit covers the three preliminary steps of identifying site based hazards, assessing the risk and identification of unacceptable risk situations. It requires the referral of critical unacceptable risk situations to others. For other circumstances it requires the identification of courses of action, the initiation of action and the completion of site records and reports.

Unit Hours: 40

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

Assessment: Project work; Written objective tests; Workplace assessment; Practical exercises and/or RPL.

BCCPO3001C CONDUCT BACKHOE/LOADER OPERATIONS

Locations: Werribee, Industry,

Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

Content: This unit specifies the competency required to conduct civil construction backhoe/loader operations. It includes the minimum criteria for competency assessment.

The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the backhoe/loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
BCCPO3003B CONDUCT EXCAVATOR OPERATIONS
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction excavator operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the excavator for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Unit Hours: 200
Required Reading: VU produced Unit Learning Resources (Various) VU 2008 VU
Assessment: Written objective tests; Oral test; Workplace assessment; Practical exercises;

BCCPO3004B CONDUCT WHEELED FRONT END LOADER OPERATIONS
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction front end loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the front end loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction grader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the grader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction skid steer loader operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the skid steer loader for a range of mandatory tasks, the fitting, use and removal of attachments and operator maintenance activities.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction roller operations to roll and compact materials. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the roller for a range of mandatory tasks and the conduct of operator maintenance activities.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction water cart operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational checks, the safe and effective operation of the water cart for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES
Content: This unit specifies the competency required to conduct civil construction dump truck operations. It includes the minimum criteria for competency assessment. The unit covers planning and preparation for work, the conduct of operational
checks, the safe and effective operation of the dump truck for a range of mandatory tasks, and the conduct of operator maintenance and work finalisation activities.

**Unit Hours:** 60

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

**Assessment:** Simulated workplace assessment; Written objective tests; Workplace assessment; Practical exercises; Practical projects.

**BCCRC2001B REPAIR POTHOLES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

**Unit Hours:** 40

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2003B INSTALL SUB-SOIL DRAINAGE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

**Unit Hours:** 20

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2004B INSTALL AND MAINTAIN ROADSIDE FIXTURES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

**Unit Hours:** 30

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC2008B LAY PIPES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

**Unit Hours:** 40

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC3001B MAINTAIN DRAINAGE SYSTEMS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

**Unit Hours:** 16

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

**Assessment:** Simulated workplace assessment; Oral test; Workplace assessment; Practical exercises.

**BCCRC3003B LAY PAVERS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** This unit specifies the competency required to lay pavers. It includes the minimum criteria for competency assessment.

The unit covers planning and preparation for work, the preparation of the base or substrate, the cutting and laying of pavers, including the finishing and work finalisation activities.

**Unit Hours:** 24

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

**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,

**Prerequisite(s):** BCCCM1001C - FOLLOW OH&S POLICIES AND PROCEDURES

**Content:** 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.

Unit Hours: 80

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

Assessment: Simulated workplace assessment; Oral rest/technical interview; On job or workplace assessment; Practical projects; Verbal assessment; RPL.

**BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

Unit 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,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

**BCG1002A PLAN AND ORGANISE WORK**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

**BCG1003A READ AND INTERPRET PLANS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: 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.

Unit 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.

**BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Obtain measurements; Perform simple calculations; Estimate approximate quantities.

Unit 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.

**BCG1005A USE HAND AND POWER TOOLS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.

Unit 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.

**BCG1006A USE SMALL PLANT AND EQUIPMENT**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.

Unit 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.
BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Locations: Werribee, Industry,

Prerequisite(s): BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.

Content: Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.

Unit 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.

BCG1008A USE SIMPLE LEVELLING DEVICES

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content: Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.

Unit 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.
**BCG3013A CONDUCT FORKLIFT OPERATIONS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Plan and prepare work; Conduct pre-operational checks; Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Unit 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.

**BSBCMN216A CREATE CUSTOMER FEEDBACK**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to deal with customer relationships at an introductory operational level. It covers the knowledge and skills required when meeting and greeting customers to create a positive impression and to establish rapport with the customer.

Unit 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

**BCG3041A UNDERTAKE DOGGING**

Locations: Werribee, Industry,

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

Content: Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.

Unit 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.

**BSBCMN217A PROCESS CUSTOMER FEEDBACK**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to deal with customer feedback at an introductory operational level.

Unit 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

**BSBRKG304A MAINTAIN BUSINESS RECORDS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit describes the work required to maintain the records of a business or records system in good order on a day-to-day basis. It includes the work to gather those updates, and to retrieve reports from the system in response to a request.

Unit Hours: 30

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 - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

**BSBCMN208C DELIVER A SERVICE TO CUSTOMERS**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to identify customer needs and provide a service to customers within a prescribed framework. This unit is related to BSBCMN310A Deliver and monitor a service to customers.

Unit 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

**MEM11.15A INVENTORY MANAGEMENT**

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit applies to the supervision of a warehouse inventory system used by other warehouse, production, maintenance or management personnel.

Unit 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,
Prerequisite(s): To be advised.
Content: This competency standard covers the skills and knowledge required to present evidence in a judicial or quasi-judicial environment. It requires the ability to prepare for legal proceedings, present evidence and follow up outcomes of proceedings. This work would be carried out under routine supervision and within organisational guidelines.

Unit 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,
Prerequisite(s): To be advised.
Content: This competency standard covers the process of using communication techniques to manage a conflict situation. It requires the ability to assess security risk situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. This work would be carried out under limited supervision within organisational guidelines.

Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This competency standard covers the process of selecting and applying appropriate empty hand techniques to minimise risk to self and others. It requires the ability to use force in circumstances where there is a risk to safety, within requirements of applicable legislation. Competency also requires a knowledge of the procedures for conducting an arrest. This work would be carried out under limited supervision within organisational guidelines.

Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit covers participation in the change process within a workgroup. It includes suggesting options for change and contributing to the implementation of change.

Unit Hours: 20
Required Reading: VU produced Unit Learning Resources VU
Assessment:

TDAI1403A PROVIDE TRANSPORT SERVICES TO PASSENGERS WITH SPECIAL NEEDS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: TBA
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.

Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

Unit 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.

**TDTE1398 APPLY WORKPLACE STATISTICS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Plan documentation; Complete documentation.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.

**Unit 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**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.

**Unit 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**

**Locations:** To be advised,

**Prerequisite(s):** To be advised.

**Content:** Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.

**Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.

Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: Respond to the incident; Coordinate on-site activities; Complete follow-up actions.

Unit 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.

TDTG701A WORK IN A SOCIA LLY DIVERSE ENVIRONMENT

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

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

Unit 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,
Prerequisite(s): To be advised.

Content: Deal with customer inquiries; Monitor customer satisfaction.

Unit 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,
Prerequisite(s): To be advised.

Content: Apply quality concepts; Trial improvements; Implement improvements.

Unit 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,
Prerequisite(s): To be advised.

Content: Work within a quality improvement system; Use quality improvement systems, tools and techniques.

Unit 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,
Prerequisite(s): To be advised.

Content: Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.

Unit 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,
Prerequisite(s): To be advised.

Content: Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.

Unit 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,
Prerequisite(s): To be advised.

Content: Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.
TDTO11988 PROVIDE REVENUE PROTECTION MEASURES

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Prepare for revenue protection activities; Implement revenue protection procedures.
Unit 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.

TDTO12988 MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).
Unit 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.

TDTO2988 SET AND ACHIEVE BUDGET

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.
Unit 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.

THHGLE108 MANAGE WORKPLACE RELATIONS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to manage workplace relations from an industrial relations perspective. It focuses on the skills and knowledge needed by frontline managers, owners/managers of small businesses and human resource specialists. A more strategic approach to overall employee relations is found in the unit BS889603A Manage employee relations strategies and plans in the Business Services Training Package.

Unit 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.

TLIA1207C PICK AND PROCESS ORDERS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to complete receive/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.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit 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

TLIA2107C DESPATCH STOCK
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.
Unit 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 STOCKTAKES
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to coordinate stocktakes in accordance with workplace requirements including planning stocktakes, coordinating stocktake activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.
Unit 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

TLIA3207C ORGANISE TRANSPORT OF FREIGHT AND GOODS
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to organise the transport of freight or goods, including planning the transport operations, organising the transport of the freight, completing the required documentation and finalising the organisational process.
Unit 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
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to check and evaluate records and documentation in accordance with regulatory and workplace requirements including checking documentation and analysing and evaluating records.
Unit 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

TLIB107C CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area, checking the operational capability of equipment and its safety devices, identifying and assessing the impact of faults on safety and work requirements, and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.
Unit 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

TLIB407C CARRY OUT VEHICLE INSPECTION
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to carry out an inspection of a commercial vehicle, including action to implement vehicle manufacturers specifications for routine checks, to clean the vehicle, and to ensure that all specified safety requirements are met and that the vehicle is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority.
Unit 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
**TLIC107C DRIVE VEHICLES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive commercial light vehicles and cars safely, including the systematic, safe and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Unit 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

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**TLIC1907B DRIVE TRAIN TO OPERATIONAL REQUIREMENTS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safe working 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 stabilizing it at the end of a journey.

**Unit 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

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**TLIC2307B OPERATE TRAIN WITH DUE CONSIDERATIONS TO ROUTE CONDITIONS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to operate a train with due consideration of route conditions in accordance with safe working and regulatory requirements and workplace procedures. This includes identifying route requirements, applying route knowledge to the planning of a train journey, and using route knowledge during a train journey in accordance with workplace requirements and standards.

**Unit 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

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**TLIC2707A STABLE A MOTIVE POWER UNIT**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to stable a motive power unit in accordance with relevant workplace practices, rail regulations and codes of practice. It includes determining the required stabilizing location, shunting and securing the train, stabilizing and securing the motive power unit, carrying out all required post-operational checks and completing post-operational paperwork.

**Unit 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

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**TLIC307C DRIVE MEDIUM RIGID VEHICLE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive a medium rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Unit 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

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**TLIC3607A APPLY SAFE DRIVING BEHAVIOURS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the high-level safe driving skills and knowledge required by drivers to enable them to apply safe driving behaviours. This includes higher order skills, such as hazard perception, risk control and safe driving judgment, decision making and multi-tasking.

**Unit 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 - Simulated workplace assessment - On job or workplace assessment - Practical exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

The following methods may be used in assessing units:- Written objective tests - Written responses, short and extended answers - Oral test / technical interview - On job or workplace assessment - Practical / exercises - Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling
**TLIC407D DRIVE HEAVY RIGID VEHICLE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Unit 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

**TLIC607C DRIVE MULTI-COMBINATION VEHICLE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive a multi-combination vehicle safely, including systematic and efficient control of all vehicle functions, coupling and uncoupling of dollies, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority.

**Unit 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

**TLIC707C OPERATE VEHICLE CARRYING SPECIAL LOADS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to drive a vehicle carrying a special load safely including compliance with road traffic authority and other relevant government regulations and company policies; and effective management of hazardous situations.

**Unit 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,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.

**Unit 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,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

**Unit 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

**TLID1207C OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to operate specialised load shifting equipment in accordance with workplace requirements and relevant regulatory requirements, including planning work for the current working conditions; using controls and equipment operating systems to manage movement of the unit and accessory operations; locating load and identifying load characteristics; moving materials and loads; monitoring and operating controls; and stopping, parking and securing equipment after operation.

**Unit 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
TLID207C SHIFT A LOAD USING MANUALLY OPERATED EQUIPMENT

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.
Unit 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

TLID407C LOAD AND UNLOAD GOODS/CARGO

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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 crane after the completion of operations.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit 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

TLE1207C CONSOLIDATE MANIFEST DOCUMENTATION

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit 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

TLE1807B MAINTAIN FREIGHT RECORDS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit 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

TLE207C ESTIMATE/CALCULATE MASS, AREA AND QUANTITY DIMENSIONS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit 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
**TLIE307C PARTICIPATE IN BASIC WORKPLACE COMMUNICATIONS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.

**Unit 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.

**TLIE507C CARRY OUT BASIC WORKPLACE CALCULATIONS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit 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.

**TLIE807C PROCESS WORKPLACE DOCUMENTATION**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfil the identified purpose and completing the documentation in accordance with regulations. Documentation may include forms, logs, diaries and basic hard-written or typed reports. It may also include entry of information into computer-based documents and forms.

**Unit 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.

**TLIF107C FOLLOW OH&S PROCEDURES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.

**Unit 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; Simulated workplace assessment; On job or workplace assessment; Practical exercises; Practical projects; Assignments; Personal appraisal; Verbal assessment; Profiling.

**TLIF1307C COORDINATE BREAKDOWNS AND EMERGENCIES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation.

**Unit 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.

**TLIF1407C DEVELOP AND MAINTAIN A SAFE WORKPLACE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to develop and maintain a safe workplace, including providing and informing personnel about OH&S legislation, codes and standards; planning and implementing safety requirements in accordance with regulations; monitoring, adjusting and reporting safety performance; investigating and reporting non-conformance; and evaluating the OH&S system and related policies, procedures and programs.

**Unit 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.

**TLIF207C CONDUCT HOUSEKEEPING ACTIVITIES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.

**Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to respond to emergencies and abnormal situations when driving a train in accordance with regulatory requirements, relevant codes of practice and workplace procedures, including identifying and responding to emergency situations and abnormal situations; arranging follow-on support and assistance; and communicating with staff in accordance with workplace procedures and relevant safeworking code requirements.
Unit 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

TLIF307C IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to implement and monitor OH&S procedures, including accessing information about OH&S and the workplace policies and procedures, implementing and monitoring procedures for identifying and assessing hazards, implementing and monitoring auditing procedures for controlling risks, planning and supervising housekeeping arrangements, and implementing and monitoring procedures for dealing with hazardous events.
Unit 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

TLIF607C APPLY ACCIDENT-EMERGENCY PROCEDURES

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.
Unit 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

TLIF707C IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.
Unit 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

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: This unit involves the skills and knowledge required to organise transport workload, including organising and accepting responsibility for own workload, participating in identifying and meeting own learning needs, and planning and organising a personal daily routine.

Unit Hours: 10
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

TLIG607C FACILITATE WORK TEAMS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: 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.

Unit 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,
Prerequisite(s): To be advised.

Content: This unit involves the skills and knowledge required to work in a socially diverse environment, including the development and application of the cultural awareness that is required by all people working in the transport and distribution industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.

Unit 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; On job or workplace assessment; Practical / exercises; Practical projects - Assignments - Personal appraisal - Verbal assessment - Profiling - RPL

TLIH207D PLAN AND NAVIGATE ROUTES

Locations: Footscray Nicholson,
Prerequisite(s): To be advised.

Content: This unit involves the skills and knowledge required to plan and navigate routes as part of transport operations, including interpreting information from a road map, street directory and a GPS (Global Positioning System) device, planning the most appropriate route taking into account pertinent factors, and completing required trip documentation in accordance with operational requirements.

Unit 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.

TLIH107D COORDINATE QUALITY CUSTOMER SERVICE

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: 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.

Unit 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

TLIH207D APPLY CUSTOMER SERVICE SKILLS

Locations: Werribee, Industry,
Prerequisite(s): To be advised.

Content: This unit involves the skills and knowledge required to apply routine customer service skills to relevant workplace operations including dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

Unit 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
**TLI207C APPLY QUALITY SYSTEMS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.

**Unit 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. The following methods may be used in assessing units: Written objective tests; Written 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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**TLIK107C USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to use infotechnology devices and computer applications in the workplace including identifying computer equipment and systems, setting up and shutting down equipment for use, and inputting, retrieving and presenting files/data in accordance with work requirements.

**Unit 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. The following methods may be used in assessing units: Written objective tests; Written 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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**TLIK307C APPLY KEYBOARD SKILLS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** 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.

**Unit 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. The following methods may be used in assessing units: Written objective tests; Written 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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**TLIL107C COMPLETE WORKPLACE ORIENTATION INDUCTION PROCEDURES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and 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.

**Unit 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

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**TLIL307B PROMOTE EFFECTIVE WORKPLACE PRACTICE**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to monitor and process attendance records in accordance with regulatory and workplace requirements, including monitoring attendance records and checking and processing attendance information.

**Unit 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. The following methods may be used in assessing units: Written objective tests; Written 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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**TLIL507D APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.

**Unit 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. The following methods may be used in assessing units: Written objective tests; Written 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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**TLIL807C COMPLETE ROUTINE ADMINISTRATIVE TASKS**

**Locations:** Werribee, Industry,

**Prerequisite(s):** To be advised.

**Content:** This unit involves the skills and knowledge required to complete routine administrative activities in a transport, warehousing, distribution and/or storage workplace, including receiving and distributing incoming mail, receiving and dispatching outgoing mail, filing documents, and receiving and relaying written and oral messages.

**Unit 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

TL907C MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage personal work priorities and own professional development, including managing own qualities, goals, plans and performance; setting and meeting own work priorities; and developing and maintaining own professional competence.
Unit 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

TL107A DEVELOP SAFE DRIVING BEHAVIOURS IN OTHERS
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required by driving instructors to teach clients from diverse backgrounds how to develop and maintain safe driving strategies. These strategies include recognising and dealing with behavioural barriers to learning, developing vehicle control skills, interpreting and applying regulatory requirements and road laws, developing critical higher order skills such as hazard perception and responding appropriately, exercising risk management strategies that contribute to safe driving techniques and meeting community expectations.
Unit 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

TL107A MANAGE SUPPLIERS
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
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.

UEENEE002B ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS
Locations: Werribee, Industry,
Prerequisite(s): To be advised.
Content: This unit covers assembly, setting up and testing personal computers as directed in computer service manuals. It encompasses safe working practices, checking computer components, assembling components to form a basic personal computer, installing and testing basic operating system, drivers and application software, following written and oral instruction and applying customer relations procedures.
Unit 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. The following methods may be used in assessing units: Written objective tests - Written 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
UEENEEH009B SET UP AND TEST GAMING/GAMES EQUIPMENT

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit covers setting-up of electronic gaming and games equipment to manufactures’ 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.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit covers installation of components for audio/video facilities in buildings and premises. The unit encompasses working safely and to specifications and standards, matching equipment with that specified for a given location, terminating and interconnecting cables/ conductors and completing the necessary installation documentation.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit covers fault finding and repair of faults in navigation systems. The unit encompasses safe working practices, interpreting circuit diagrams, applying logical diagnostic methods and knowledge of navigation system components, rectifying faults, safety and functional testing and completing the necessary service documentation.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: Provides basic training in the safe operation of earthmoving equipment including front end loader, skidsteer, backhoe and excavator and includes assessment and issue of NPE card.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to provide travel information to customers.

Unit 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

Locations: Werribee, Industry,

Prerequisite(s): To be advised.

Content: This unit gives the student the knowledge and skills to apprehend offenders.

Unit 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,

Prerequisite(s): To be advised.

Content: This unit of competency specifies the outcomes required to undertake OHS induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements and the basic principles of the risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency.

Unit Hours: 6

Required Reading: -

Assessment: Assessment methods may include more than one of the following:

- Practical assessment
- Oral questioning
- Written test
- Simulated project-based activity
SCHOOL OF PERSONAL SERVICES

Below are details of courses offered by the School of Personal Services in 2010. 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: 21456VIC
Campus: City King St,
Scope of Delivery: Full Time

Career Opportunities: Modelling.

Course Objectives: This course is the only government-accredited modelling course in Australia. It provides training in the three main branches of modelling: fashion parades, photographic work and media productions.

The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:
- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consultation is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.*

Selection Criteria: Direct Entry, Interview Applicants will be required to attend a selection interview.

Course Structure: To be advised.

Course Structure: The course is offered on a full-time basis over 16 weeks (Monday-Friday).

The course consists of 11 core units totalling 278 nominal hours:

VBN179 ORIENTATION TO MODELLING AS A CAREER 30
VBN180 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY 30
VBN181 DESIGN, APPLY AND REMOVE OWN BASIC MAKE-UP 20
VBN182 CARE FOR AND STYLE OWN HAIR 15
VBN183 PERFORM OWN NAIL GROOMING 10

VBN184 PERFORM TECHNIQUES FOR CATWALK MODELLING 80
VBN185 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS 15
VBN186 SEEK INFORMATION ON EMPLOYMENT ARRANGEMENT FOR MODELS 20
VBN187 PERFORM BACKSTAGE DUTIES 10
VBN188 PERFORM TECHNIQUES FOR PHOTOGRAPHIC MODELLING 30
WRRLLPB APPLY SAFE WORKING PRACTICES 18

Elective Units of Study
Plus two elective units of study
VBN190 PARTICIPATE IN A PHOTO SHOOT 30
VBN191 APPLY PROMOTIONAL TECHNIQUES 20

DIPLOMA OF SPECIALIST MAKE-UP SERVICES
Course Code: CUF50407
Campus: City King St,
Scope of Delivery: Full Time

Career Opportunities: 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 Objectives: 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.

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the area of specialist make-up services for the film, television and entertainment industries. They may coordinate the operation of a make-up department or business or operate on a freelance basis.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Interview, VTAC

Course Duration: 1 year

Course Structure: Students must complete a total of 17 units: 6 core units plus 5 specialist units plus 6 elective units.

4 of the elective units must be selected from the specialist and elective units listed for the qualification in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the specialist and elective units listed in the Training Package or any other currently endorsed national Training Package. Units must be selected from a Diploma level qualification.

No more than 4 elective units previously achieved can be counted towards the qualification.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.
Core Units:
- BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIV THINKSKILLS150
- BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 160
- CUFMUP401A DESIGN, APPLY AND REMOVE MAKE-UP 60
- CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS 60
- BSHPM510A MANAGE PROJECTS 60
- BSBOHS5509A ENSURE A SAFE WORKPLACE 60

Core Specialist Units:
- WRHH0405A SELECT AND APPLY HAIR EXTENSIONS 30
- CUFMUP402A MAINTAIN MAKE-UP AND HAIR CONTINUITY 120
- CUFMUP404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS 60
- CUFMUP501A DESIGN AND APPLY SPECIALISED MAKEUP 65
- CUFMUP502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS 60

Elective Units:
- BSCCM4401A MAKE A PRESENTATION 30
- BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF 20
- CUFIND401A PROVIDE SERVICES ON A FREELANCE BASIS 30
- WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
- BSBREL401A ESTABLISH NETWORKS 35

**CERTIFICATE II IN NAIL TECHNOLOGY**

**Course Code:** WRB20104

**Campus:** City King St,

**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Provide participants with a beauty industry entry-level qualification to begin a career as a nail technician.

**Course Objectives:** 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.

The course provides participants with an entry-level qualification to begin a career in the Beauty Industry. It involves interacting with customers and providing treatments such as manicure/pedicure services, acrylic/gel nail enhancement as well as retail, sales, merchandising, and safe work practices.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** 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.

**Course Units of Study**
- WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
- WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
- WRB2002A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
- WRBCS202B PROVIDE SERVICES TO CLIENTS 30
- WRBCS203A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRC51B COMMUNICATE IN THE WORKPLACE 50
- WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
- WRRP1B APPLY SAFE WORKING PRACTICES 18
- WRAM1B MERCHANDISE PRODUCTS 30
- WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
- WRRS1B SELL PRODUCTS AND SERVICES 18

**Core Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Other Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Elective Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Certificate II in Make-Up Services**

**Course Code:** WRB20204

**Campus:** City King St,

**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Pathway to future career in the beauty industry.

**Course Objectives:** 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.

The course provides participants with an entry-level qualification to begin a career in the beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission.In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** 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.

**Course Units of Study**
- WRBBS201B PROVIDE MANICURE AND PEDICARE SERVICES 30
- WRBCS201B CONDUCT FINANCIAL TRANSACTIONS 25
- WRB20204 PROVIDE SERVICES TO CLIENTS 30
- WRBCS202A APPLY TECHNIQUES TO UPDATE BEAUTY INDUSTRY KNOWLEDGE 20
- WRBCS202A PROVIDE SERVICES TO CLIENTS 30
- WRBCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRC51B COMMUNICATE IN THE WORKPLACE 50
- WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
- WRRP1B APPLY SAFE WORKING PRACTICES 18
- WRAM1B MERCHANDISE PRODUCTS 30
- WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
- WRRS1B SELL PRODUCTS AND SERVICES 18

**Core Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Other Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Elective Units:**
- WRRCS201A COMMUNICATE IN THE WORKPLACE 50
- WRRCS202A APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRRCS203A APPLY ACRYLIC NAIL ENHANCEMENT 60
- WRRCS204A PROVIDE SERVICES TO CLIENTS 30

**Certificate II in Make-Up Services**

**Course Code:** WRB20204

**Campus:** City King St,

**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** Pathway to future career in the beauty industry.

**Course Objectives:** 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.

The course provides participants with an entry-level qualification to begin a career in the beauty industry. It involves workplace communications, routine salon/store functions, demonstrating skin care products, designing and applying make-up in general and specialist situations.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission.In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** 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.
entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**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
- **WRRFS201B** DEMONSTRATE RETAIL SKIN CARE PRODUCTS 25
- **WRRFS202B** DESIGN AND APPLY MAKE-UP 40
- **WRRFS203B** DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
- **WRRFS204B** 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
- **WRRLP2B** APPLY SAFE WORKING PRACTICES 18
- **WRRS1B** SELL PRODUCTS AND SERVICES 18

Elective Units of Study

A minimum of two elective selected by the student, with the approval of the Head of School from the following:

- **WRBBS201B** PROVIDE MANICURE AND PEDICARE SERVICES 30
- **WRBBS202A** APPLY GEL NAIL ENHANCEMENT 30
- **WRBBS203A** APPLY ACRYLIC NAIL ENHANCEMENT 35
- **WRBCS204A** APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- **WRBSS202B** PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
- **WRRS303B** PROVIDE SERVICES TO CLIENTS 30
- **WRBFS204B** DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
- **WRBCS306B** ADVISE ON BEAUTY SERVICES 30
- **WRBCS305A** APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
- **WRBCS305B** PROVIDE LASH AND BROW TREATMENTS 15
- **WRBFS305B** PROVIDE LASH AND BROW TREATMENTS 15
- **WSBS302B** PROVIDE LASH AND BROW TREATMENTS 15
- **WRRM4A** APPLY ACRYLIC NAIL ENHANCEMENT 35
- **WRRM5A** MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
- **WRRM6A** CREATE A DISPLAY FOR A SMALL BUSINESS 36
- **WRR07A** PROFILE A RETAIL MARKET 36
- **WRR08A** DEVELOP INNOVATIVE IDEAS AT WORK 36
- **BSBSB3030A** SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
- **BSBEBUS301A** SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20

*If WRBBS201B - Provide manicure and pedicare services, or WRBBS202A - Apply gel nail enhancement or WRBBS203A - Apply acrylic nail enhancement are selected then WRBSS202A - Apply knowledge of nail science to nail services must also be selected.

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**CERTIFICATE III IN BEAUTY SERVICES**

**Course Code:** WRB30104

**Campus:** City King St,

**Scope of Delivery:** Full Time

**Career Opportunities:** Beauty practitioner in a salon

**Course Objectives:** 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 working environment, providing treatments, including lashes, brows and temporary epilation.

The Certificate III in Beauty Services is designed to develop the skills and knowledge for those who wish to be employed as a beauty practitioner in a salon with limited supervision, ensuring a safe working environment, providing treatments, including lash and brow treatment and temporary epilation.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Interview, Written Application, Written Test Applicants are required to submit an application form, sit a selection test and attend an interview.

**Course Duration:** To be advised.

**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

- **WRBBS201B** PROVIDE MANICURE AND PEDICARE SERVICES 30
- **WRBBS202A** PROVIDE GEL NAIL ENHANCEMENT 30
- **WRBBS203A** PROVIDE SERVICES TO CLIENTS 30
- **WRRS303B** PROVIDE LASH AND BROW TREATMENTS 15
- **WRBFS305B** PROVIDE LASH AND BROW TREATMENTS 15
- **WRRM4A** APPLY ACRYLIC NAIL ENHANCEMENT 35
- **WRRM5A** MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
- **WRRM6A** CREATE A DISPLAY FOR A SMALL BUSINESS 36
- **WRR07A** PROFILE A RETAIL MARKET 36
- **WRR08A** DEVELOP INNOVATIVE IDEAS AT WORK 36
- **BSBSB3030A** SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20

*If WRBBS201B - Provide manicure and pedicare services, or WRBBS202A - Apply gel nail enhancement or WRBBS203A - Apply acrylic nail enhancement are selected then WRBSS202A - Apply knowledge of nail science to nail services must also be selected.
Elective Units of Study
Six elective units of study from the following:

- WRBBS202A  APPLY GEL NAIL ENHANCEMENT 30
- WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT 35
- WRBBS204B  APPLY NAIL ART 15
- WRBBS303B  USE ELECTRICAL EQUIPMENT FOR NAILS 30
- WRBBS306A  APPLY AIRBRUSHED NAIL ART 15
- WRBF201B  DEMONSTRATE RETAIL SKIN CARE PRODUCTS 25
- WRBF202B  DESIGN AND APPLY MAKE-UP 40
- WRBF203B  DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
- WRBF204B  DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
- WRBS201B  PIERCE EARS 15
- WRCA1B  OPERATE RETAIL EQUIPMENT 21
- WRRER2B  CO-ORDINATE WORK TEAMS 36
- WRR11B  PERFORM STOCK CONTROL PROCEDURES 36
- WRRLP2B  MINIMISE THEF 21
- WRRM5A  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
- BSBEUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
- BSBMG404A  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  MANAGE FINANCES 50
- BSBSBM407A  MANAGE A SMALL TEAM 40
- BS2404A  TRAIN SMALL GROUPS 30

One elective may be chosen from another relevant endorsed Training Package, for example Retail and Business Services. The unit chosen may be selected from units packaged within a Certificate II, III or IV qualification.

CERTIFICATE IV IN BEAUTY THERAPY

Course Code: WRB40105

Campus: City King St.

Scope of Delivery: Part Time

Career Opportunities: Beauty therapist.

Course Objectives: This qualification is 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 department in a larger store. This course is offered as a traineeship only.

Certificate IV in Beauty Therapy has been designed to develop the first line management skills of those working in the beauty industry. It applies to those who are co-ordinating or managing the services within a small beauty salon, or a section or department within a larger store.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record**. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Application, Written Test. Selection is via aptitude and literacy tests (at the level 2 competency as defined in the Certificate of General Education for Adults) followed by an interview. Recognition of prior learning may be available based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration: To be advised.

Course Structure: This course is only delivered as a 3 years part-time traineeship.

Core Units of Study

- WRBBS201B  PROVIDE MANICURE AND PEDICARE SERVICES 30
- WRBCS201B  CONDUCT FINANCIAL TRANSACTIONS 25
- WRBCS203B  PROVIDE SERVICES TO CLIENTS 30
- WRBCS204A  APPLY KNOWLEDGE OF NAIL SCIENCE TO NAIL SERVICES 15
- WRBCS305A  APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS 15
- WRBCS306B  ADVISE ON BEAUTY SERVICES 30
- WRBCS407A  DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS 30
- WRBCS408A  APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY 60
- WRBCS409A  APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS 50
- WRBCS410A  APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS 50
- WRBCS411A  APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS 20
- WRBCS412A  APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
- WRBF202B  DESIGN AND APPLY MAKE-UP 40
- WRBF305B  PROVIDE LASH AND BROW TREATMENTS 15
- WRBF406B  PROVIDE FACIAL TREATMENTS 120
- WRBF407B  PROVIDE ADVANCED FACIAL TREATMENTS 110
- WRBS302B  PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
- WRRCS1B  COMMUNICATE IN THE WORKPLACE 50
- WRRER1B  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.

- WRBBS202A  APPLY GEL NAIL ENHANCEMENT  30
- WRBBS203A  APPLY ACRYLIC NAIL ENHANCEMENT  35
- WRBBS204B  APPLY NAIL ART  15
- WRBBS305B  USE ELECTRICAL EQUIPMENT FOR NAILS  30
- WRBBS306A  APPLY AIRBRUSHED NAIL ART  15
- WRBBS407B  PROVIDE BODY TREATMENTS  100
- WRBBS408B  PROVIDE AESTHETIC AROMATIC MASSAGE  40

DIPLOMA OF BEAUTY THERAPY

Course Code: WRBS50105

Campus: City King St,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Beauty Therapist.

Course Objectives: This course has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Application, Written Test Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration: To be advised.

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
- WRBCS305A  APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS  15
- WRBCS407A  DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS  30
- WRBCS408A  APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY  60
- WRBCS409A  APPLY KNOWLEDGE OF SKIN SCIENCE TO BEAUTY THERAPY TREATMENTS  50
- WRBCS410A  APPLY KNOWLEDGE OF ELECTRICITY TO BEAUTY THERAPY TREATMENTS  20
- WRBCS411A  APPLY KNOWLEDGE OF NUTRITION TO BEAUTY THERAPY TREATMENTS  20
- WRBCS412A  APPLY KNOWLEDGE OF COSMETIC CHEMISTRY TO BEAUTY THERAPY TREATMENTS  30
- WRBCS513B  INVESTIGATE NEW PRODUCTS AND SERVICES  50
- WRBCS514B  DESIGN AND APPLY MAKE-UP  40
WRBFS406B PROVIDE FACIAL TREATMENTS 120
WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS 110
WRBS502B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 95
WRRC51B COMMUNICATE IN THE WORKPLACE 50
WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
WRLP51B APPLY SAFE WORKING PRACTICES 18
WRRS1B SELL PRODUCTS AND SERVICES 18

Elective Units of Study
Select a minimum of 8 units from the following:
WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE 40
WRBBS509A PLAN THE SPA PROGRAM 25
WRBBS510A PROVIDE THE SPA PROGRAM 100
WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS 20
WRBBS512A BLEND A RANGE OF AROMATIC PLANT OILS FOR BEAUTY TREATMENTS 35
WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS 30
WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE 40
WRBSS504B PERFORM DIATHERMY SERVICE 50
WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110
CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP 160
HLTREM7A PLAN THE MASSAGE TREATMENT 20

**The following units of study each will count as three units, due to the depth and complexity of knowledge and skills required relative to other specialist elective units.

WRBSS503B PROVIDE PERMANENT EPILATION 145
WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES 110
CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP 160
CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP 160
HLTREM7A PLAN THE MASSAGE TREATMENT 20

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:

WRBBS510A PROVIDE THE SPA PROGRAM 100
Select a minimum of two elective units of study from the following
WRBS520B PIERCE EARS 15
WRBFS203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY 30
WRRER3B MAINTAIN EMPLOYEE RELATIONS 36
WRBFS204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
WRC51B OPERATE RETAIL EQUIPMENT 21
WRRER2B CO-ORDINATE WORK TEAMS 36
WRRLP2B PERFORM STOCK CONTROL PROCEDURES 36
WRRER1B MINIMISE THEFT 21
WRRS3B PROVIDE A SAFE WORKING ENVIRONMENT 36
WRRM7A PROFILE A RETAIL MARKET 36

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK 36
WRRLP3B INITIATE AND IMPLEMENT CHANGE 150
WRRPM3B LEAD AND MANAGE PEOPLE 36
WRRSM4B BUILD RELATIONSHIPS WITH CUSTOMERS 36
WRRM1B MERCHANDISE PRODUCTS 30
WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES 18
WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY 36
WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS 36
BSBEBUS501A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BSBFLM505A MANAGE OPERATIONAL PLAN 60
BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE 60
BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT 60
BSBMKG6404A 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.

DIPLOMA OF BEAUTY THERAPY
Course Code: WRB50199
Campus: City King St,
Scope of Delivery: Part Time, Full Time
Career Opportunities: Beauty therapist
Course Objectives: (For continuing students only)
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully
undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Written Application

Course Duration: 1.5

Course Structure: Complete 23 core units and 6 electives.

Core Units:

- WB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT 18
- WB03A APPLY SAFE WORKING PRACTICES 40
- WB04A PERFORM SALON/STORE CLEANING DUTIES 18
- WB05A MERCHANDISE BEAUTY PRODUCTS 36
- WB06A SELL BEAUTY PRODUCTS 18
- WB07A CONDUCT FINANCIAL TRANSACTIONS 0
- WB08A PROVIDE SERVICE TO CLIENTS 36
- WB13A ADVISE ON BEAUTY SERVICES 30
- WB14A PIERCE EARS 20
- WB15A PROVIDE LASH AND BROW TREATMENTS 20
- WB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS 100
- WB17A PROVIDE MANICARE AND PEDICARE SERVICE 40
- WB21A DESIGN AND APPLY MAKE UP 40
- WB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY 400
- WB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE 30
- WB24A ASSESS CLIENT’S TREATMENT NEEDS 153
- WB25A PROVIDE FACIAL TREATMENTS 152
- WB26A PROVIDE ADVANCED FACIAL TREATMENTS 145
- WB27A PROVIDE BODY TREATMENTS 116
- WB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE 60
- WB29A PROVIDE PERMANENT EPILATION 160
- WB32A CO-ORDINATE WORK TEAMS 36
- WB40A PROVIDE A SAFE WORKING ENVIRONMENT 36
- BXX001A EVALUATE A BUSINESS 20
- BXX002A COMPLETE A BUSINESS PLAN 30

12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record**. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Application, Written Test Aptitude test and interview. Application through Schools in VETIS Program.

Course Duration: To be advised.

Course Structure: The course is full-time 12 weeks, 1 day a week over 10 months for secondary schools. Call 9919 7854 for commencement dates. Full-time or VETIS Program in secondary schools.

Core Units of Study

- 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
- WRHCS206A PERFORM HEAD, NECK, AND SHOULDER MASSAGE 20
- WRHCS207A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE 15
- WRHHD201A DRY HAIR TO SHAPE 35
- WRRCS1B COMMUNICATE IN THE WORKPLACE 50
- WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 40
- WRRP4B APPLY SAFE WORKING PRACTICES 18

Elective Units of Study

- WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS 25
- WRHR201A RINSE AND NEUTRALISE CHEMICALLY CURLED OR VOLUMISED HAIR 25
- WRHCS203A HONE AND STROP STRAIGHT RAZORS 10
- WRHHD202A APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES 30
- WRHW201A ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER 0
- WRRM1B MERCHANDISE PRODUCTS 30
- WRRS1B SELL PRODUCTS AND SERVICES 18
- THNH503B PROVIDE FIRST AID 24

CERTIFICATE II IN HAIRDRESSING [PRE-APPRENTICESHIP]

Course Code: WRH20106

Campus: City King St, Melton,

Scope of Delivery: Full Time

Career Opportunities: Hairdresser.

Course Objectives: This course provides pre-vocational training for individuals who want to work in the hairdressing industry. The course aims to provide pre-vocational training for individuals wishing to work in the hairdressing industry.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**. Year
**CERTIFICATE III IN HAIRDRESSING**

**Course Code:** WRH30100  
**Campus:** City King St,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Hairdresser  
**Course Objectives:** This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Re-skilling – English for Occupational Purposes, and as a full-time full fee paying course. The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year

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**Core Units:**

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<tr>
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<th>Credits</th>
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<td>MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT</td>
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<td>WRH02A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A</td>
<td>RECEIVE AND DIRECT CLIENTS</td>
<td>20</td>
</tr>
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<td>PREPARE CLIENTS FOR SALON SERVICES</td>
<td>10</td>
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<td>WRH05A</td>
<td>CO-ORDINATE SALON TASKS</td>
<td>10</td>
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<td>WRH06A</td>
<td>REMOVE CHEMICALS FROM HAIR</td>
<td>20</td>
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<tr>
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<td>SCHEDULE AND CHECK-OUT CLIENTS</td>
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<td>WRRS1A</td>
<td>SELL PRODUCTS AND SERVICES</td>
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</tr>
<tr>
<td>WRH09A</td>
<td>CONSULT WITH CLIENTS AND DIAGNOSE HAIR AND SCALP</td>
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<td>WRH10A</td>
<td>TREAT HAIR AND SCALP</td>
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<td>CUT HAIR</td>
<td>170</td>
</tr>
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<td>WRH12A</td>
<td>DRESS (STYLE) HAIR</td>
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<td>WRH13A</td>
<td>PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES</td>
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<td>WRH14A</td>
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*12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Interview, Written Application, Employer Choice Apprenticeship - student selection through employer. Full-time Training - application forms, interview. Re-skilling - application forms, interview, qualified hairdresser.

**Course Duration:** To be advised.

**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; re-skilling; 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**

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<td>WRBCL302B</td>
<td>PROVIDE SERVICES TO CLIENTS</td>
<td>30</td>
</tr>
<tr>
<td>WRHCL302A</td>
<td>COLOUR AND LIGHTEN HAIR</td>
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<td>WRH22A</td>
<td>PERFORM A FACE SHAVE</td>
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**CERTIFICATE III IN HAIRDRESSING**

**Course Code:** WRH30106  
**Campus:** City King St,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Hairdresser  
**Course Objectives:** This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Re-skilling – English for Occupational Purposes, and as a full-time full fee paying course. The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year

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*12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

**Selection Criteria:** Interview, Written Application, Employer Choice Apprenticeship - student selection through employer. Full-time Training - application forms, interview. Re-skilling - application forms, interview, qualified hairdresser.

**Course Duration:** To be advised.

**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; re-skilling; 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**

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**CERTIFICATE III IN HAIRDRESSING**

**Course Code:** WRH30106  
**Campus:** City King St,  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** Hairdresser  
**Course Objectives:** This course provides training for individuals who want to work in the hairdressing industry. The course is offered as an apprenticeship, Adult Re-skilling – English for Occupational Purposes, and as a full-time full fee paying course. The course provides training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year
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
WRHHD304A  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
WRSS2B  ADVISE ON PRODUCTS AND SERVICES 27
WRSS515B  RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS 36

* This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway.

Course Duration: To be advised.

Course Structure: The course is 6 months full time or part time equivalent. Full-time or part-time basis.

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
WRHHH304A  DESIGN AND APPLY LONG HAIR FINISHES 30
WRHRH406A  WORK AS A SESSION STYLIST 40
WRRER2B  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
WRHRH405A  SELECT AND APPLY HAIR EXTENSIONS 30
WRHHD407A  APPLY AND MAINTAIN WIGS AND HAIRPIECES 40
WRHHD408A  MAKE WIGS AND HAIRPIECES 120
WRHHS403A  APPLY KNOWLEDGE OF HAIR AND SCALP PROBLEMS TO TRICHOLOGICAL CONSULTATIONS 40
WRHHS404A  PERFORM TRICHOLOGICAL ASSESSMENTS 40
WRHHS405A  APPLY THE PRINCIPLES OF NUTRITION 25
WRHHS406A  DEVELOP AND APPLY SCALP TREATMENT THERAPIES 30
BS8EBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION 20
BS8BM301A  RESEARCH BUSINESS OPPORTUNITIES 30
BS8BM401A  ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BS8BM403A  PROMOTE THE BUSINESS 50
BS8BM404A  UNDERTAKE BUSINESS PLANNING 60
BS8BM405A  MONITOR AND MANAGE BUSINESS OPERATIONS 50
BS8BM407A  MANAGE A SMALL TEAM 40
CUVPHI05A  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
TADEL301A  PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40

CERTIFICATE IV IN HAIRDRESSING

Course Code: WRH40106

Campus: City King St.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Hairdresser.

Course Objectives: This course provides training for hairdressers requiring post-trade qualifications.

The course provides training to hairdressers requiring a post-trade qualification.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Application Application form and interview process.
DIPLOMA OF HAIRDRESSING SALON MANAGEMENT

Course Code: WHS0106

Campus: City King St,

Scope of Delivery: Part Time, Full Time

Career Opportunities: Hairdressing Salon Manager.

Course Objectives: This course provides students with the skills and knowledge to manage a hairdressing salon. This is a full fee paying course.

The course provides the skills and knowledge required to manage a hairdressing salon.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Application Application form, interview process.

Course Duration: To be advised.

Course Structure: This course is 1 semester full-time or part-time equivalent. Full-time or part-time basis.

Core Units of Study

- WHS501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY 35
- WHS502A PROMOTE A HAIRDRESSING BUSINESS 40
- BSB50406A MANAGE FINANCES 50
- WRR03B PROVIDE A SAFE WORKING ENVIRONMENT 36
- WRRP02 RECRUIT AND SELECT PERSONNEL 36
- WRRP03B LEAD AND MANAGE PEOPLE 36
- WRRP04B EVALUATE E-BUSINESS OPPORTUNITIES 60
- BSBP042A PROMOTE TEAM EFFECTIVENESS 50
- BSBP043A MANAGE QUALITY CUSTOMER SERVICE 60
- BSBP044A PROMOTE CONTINUOUS IMPROVEMENT 60
- BSBP045A ESTABLISH A FRANCHISE OPERATION 120
- BSBP046A MANAGE A FRANCHISE OPERATION 50
- BSBP047A FORECAST MARKET AND BUSINESS NEEDS 60
- BSBP048A ESTABLISH AND ADJUST THE MARKETING MIX 80
- BSBP049A UNDERTAKE BUSINESS PLANNING 60
- WHRCS513B INVESTIGATE NEW PRODUCTS AND SERVICES 50
- WRRP01B ADMINISTER HUMAN RESOURCES POLICY 36
- WRR09A LEAD A TEAM TO FOSTER INNOVATION 36
- WRR012A SELECT AN E-BUSINESS MODEL 50
SUBJECTS
Below are subject details for courses offered by the School of Personal Services in 2010. 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.

BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF
Locations: Footscray Nicholson, City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.
Unit Hours: 20
Required Reading: Interpret and respond to a design brief. School of Personal Services. (2009). Melbourne: Vic Uni
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBFRA501A ESTABLISH A FRANCHISE OPERATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required for franchisors to establish a franchising operation from an existing business, chain of businesses or from a planned concept.
Unit Hours: 120
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBFRA502A MANAGE A FRANCHISE OPERATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required for franchisors to manage a franchise operation.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSX001/A EVALUATE A BUSINESS
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit involves preliminary investigation of a business opportunity to assess its potential viability and how well it conforms with current personal and business directions.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

BSX002/A COMPLETE A BUSINESS PLAN
Locations: City King St
Prerequisite(s): To be advised.
Content: Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.
Unit Hours: 160
Required Reading: -
Assessment: A combination of practical and theory assessment.

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.
Unit Hours: 160
Required Reading: -
Assessment: A combination of practical and theory assessment.
CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: Sunbury
Prerequisite(s): To be advised.
Content: Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedure for maintaining occupational health and safety records.

Unit Hours: 10
Required Reading: - Not required -
Assessment: Project based and practical assessment

CUGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.

Unit Hours: 15
Required Reading: To be advised.
Assessment: Project based and practical assessment

CUFIND401A PROVIDE SERVICES ON A FREELANCE BASIS

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts.

Unit Hours: 30
Required Reading: Provide services on a freelance basis. School of Personal Services. (2009). Melbourne: Vic Uni
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.

CUFMUP401A DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to determine and research, apply, maintain and remove period and specialised make-up for any production within the cultural industries.

Unit Hours: 65
Required Reading: -
Assessment: A combination of practical and theory assessments.

CUFMUP402A MAINTAIN MAKE-UP AND HAIR CONTINUITY

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.

Unit 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.

CUFMUP403A STYLE HAIR FOR PERFORMANCES OR PRODUCTIONS

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide a range of current and period hair styles for productions in the film, television and live entertainment industries.

Unit 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.
CUSMUP404A STYLE WIGS AND HAIRPIECES FOR PERFORMANCES OR PRODUCTIONS

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries.
Unit 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.

CUSMUP501A DESIGN AND APPLY SPECIALISED MAKEUP

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide specialised make up services for productions in the screen, media and entertainment industries.
Unit 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 the student must demonstrate competency in documented specialised make-up design that demonstrate an ability to use make-up to enhance characterisations whilst selecting appropriate products and application techniques that incorporate colour design principles into make-up designs and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUSMUP502A DESIGN AND APPLY SPECIAL MAKEUP EFFECTS

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and apply special make up effects services for productions in the screen, media and entertainment industries.
Unit 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. Student must demonstrate competency in documented special make-up effects that demonstrate an ability to use make-up to enhance characterisations, whilst selecting appropriate products and application techniques, that incorporate colour design principles into special make-up effects and application tasks for at least 2 productions whilst implementing work safe practices in regard to the provision of make-up services.

CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify resources required. Investigate sources for purchase or hire of specialist supplies. Select and acquire materials/items. Coordinate the availability of materials/items.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSRAD02A CONDUCT RESEARCH

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.
Unit Hours: 35
Required Reading: To be advised.
Assessment: Project based, practical and written tasks.

CUVPHI05A USE A 35MM SLR CAMERA OR DIGITAL EQUIVALENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply a range of techniques to the use of a 35mm SLR camera or digital equivalent. It is a specialisation unit and refers to specific techniques for photo imaging.
Unit Hours: 50
Required Reading: -
Assessment: A combination of practical and theory assessments.

VBN179 ORIENTATION TO MODELLING AS A CAREER

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to communicate effectively with clients and colleagues and to respond appropriately to a range of different and sometimes difficult client/colleague/assignment situations.
Unit Hours: 30
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

VBN180 COMMUNICATE EFFECTIVELY IN THE MODELLING INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to access, increase and update knowledge of modelling as a career, including different work contexts for models, relevant legislation and professional standards. Models include men and women of varying body types, ages and ethnicity.
Unit Hours: 30
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.
VBN181 DESIGN, APPLY AND REMOVE OWN BASIC MAKE-UP

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to design and apply one’s own basic make-up to meet the requirements of a range of modelling assignments. It covers health and hygiene, make-up products and equipment, and the skills to analyse the requirements of a range of assignments to design and apply make-up to a plan.

Unit Hours: 20
Required Reading: -
Assessment: A combination of practical and theory assessments.

VBN182 CARE FOR AND STYLE OWN HAIR

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to care for own hair and to create a range of classic and current hair looks, using a combination of tools, styling aids and appropriate techniques, consistent with assignment requirements and relevant health and hygiene requirements and regulations in the use of hair care products and equipment. It includes the skills required to consistently use appropriate communication techniques to consult with relevant personnel about the look of the hairstyle.

Unit Hours: 15
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

VBN183 PERFORM OWN NAIL GROOMING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to groom own nails in accordance with a range of assignments in the modelling industry. It includes the skills to analyse nails and skin taking into account areas requiring special treatment and to perform nail grooming techniques in accordance with health and hygiene requirements.

Unit Hours: 10
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

VBN184 PERFORM TECHNIQUES FOR CATWALK MODELLING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to analyse the context of the modelling assignment, and use postural and attitudinal techniques to convey an image, including movement to music.

Unit Hours: 30
Required Reading: -
Assessment: A combination of practical and theory assessments.

VBN185 MAINTAIN HEALTH FOR PERSONAL AND PROFESSIONAL EFFECTIVENESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to inform choices on nutrition, exercise, self image and lifestyle to enhance the personal and professional health and well being of persons working as models.

Unit Hours: 15
Required Reading: -
Assessment: A combination of practical and theory assessments.

VBN186 SEEK INFORMATION ON EMPLOYMENT ARRANGEMENT FOR MODELS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to source industry information on legal, contractual, taxation and financial planning requirements for the business of a model.

Unit Hours: 20
Required Reading: -
Assessment: A combination of practical and theory assessments.

VBN187 PERFORM BACKSTAGE DUTIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to ensure the quality of a fashion look for a modelling assignment by performing backstage duties including selecting accessories, caring for and repairing garments and dressing the model in accordance with the concept of the assignment.

Unit Hours: 10
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

VBN188 PERFORM TECHNIQUES FOR PHOTOGRAPHIC MODELLING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to analyse the context of the photographic modelling assignment and use postural and attitudinal techniques to create an appropriate image.

Unit Hours: 30
Required Reading: -
Assessment: A combination of practical and theory assessments.
VBN190 PARTICIPATE IN A PHOTO SHOOT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to participate in a fashion or advertising photo shoot as a model.
Unit Hours: 30
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

VBN191 APPLY PROMOTIONAL TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to promote a range of products and events as well as compere modelling events including promotions, parades, functions and occasions. It includes the skills and knowledge required to determine the requirements of the event, prepare the promotion, promote and compere.
Unit Hours: 20
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT
Locations: City King St
Prerequisite(s): To be advised.
Content: Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.
Unit Hours: 18
Required Reading: -
Assessment: To be advised.

WRB03A APPLY SAFE WORKING PRACTICES
Locations: City King St
Prerequisite(s): To be advised.
Content: Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

WRB04A PERFORM SALON/STORE CLEANING DUTIES
Locations: City King St
Prerequisite(s): To be advised.
Content: Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.
Unit Hours: 18
Required Reading: -
Assessment: To be advised.

WRB05A MERCHANDISE BEAUTY PRODUCTS
Locations: City King St
Prerequisite(s): To be advised.
Content: Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.
Unit Hours: 36
Required Reading: -
Assessment: To be advised.

WRB06A SELL BEAUTY PRODUCTS
Locations: City King St
Prerequisite(s): To be advised.
Content: Use of sales techniques; Key selling skills from approaching the client to closing the sale.
Unit Hours: 18
Required Reading: -
Assessment: To be advised.

WRB07A CONDUCT FINANCIAL TRANSACTIONS
Locations: City King St
Prerequisite(s): To be advised.
Content: Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.
Unit Hours: To be advised.
Required Reading: -
Assessment: To be advised.

WRB08A PROVIDE SERVICE TO CLIENTS
Locations: City King St
Prerequisite(s): To be advised.
Content: Receiving clients in a professional, courteous manner; Making appointments; Recording client’s details; Responding to client complaints; Identify client’s special needs and requirements.
Unit Hours: 36
Required Reading: -
Assessment: To be advised.

WRB13A ADVISE ON BEAUTY SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop product knowledge; Identify and recommend products and services.
Unit Hours: 30
Required Reading: -
Assessment: To be advised.
WRB14A PIERCE EARS
Locations: To be advised.
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, OSA Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content: Ear piercing in accordance with health regulations.
Unit Hours: 20
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

WRB15A PROVIDE LASH AND BROW TREATMENTS
Locations: To be advised.
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, OSA Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content: Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Unit Hours: 20
Required Reading: -
Assessment: A combination of practical and theory assessments.

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.
Unit Hours: 100
Required Reading: -
Assessment: A combination of practical and theory assessments.

WRB17A PROVIDE MANICARE AND PEDICARE SERVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.
Unit Hours: 40
Required Reading: -
Assessment: A combination of practical and theory assessments.

WRB21A DESIGN AND APPLY MAKE UP
Locations: To be advised.
Prerequisite(s): WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, OSA Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content: Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Design and apply suitable make-up techniques for photography.
Unit Hours: 400
Required Reading: -
Assessment: To be advised.

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE
Locations: City King St
Prerequisite(s): To be advised.
Content: Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

WRB24A ASSESS CLIENT’S TREATMENT NEEDS
Locations: City King St
Prerequisite(s): To be advised.
Content: Determine clients’ requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan
Unit Hours: 153
Required Reading: -
Assessment: To be advised.

WRB25A PROVIDE FACIAL TREATMENTS
Locations: City King St
Prerequisite(s): To be advised.
Content: Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.
Unit Hours: 152
Required Reading: -
Assessment: To be advised.
WRB26A PROVIDE ADVANCED FACIAL TREATMENTS

Locations: City King St

Prerequisite(s): To be advised.

Content: Prepare client and work area for facial treatment; Assess client requirements; Prepare face; Treat prematurely aged skin; Treat red, flushed skin (Erythema); Treat mature seborrhoea and/or acne; Advise on further treatments.

Unit Hours: 145

Required Reading: -

Assessment: To be advised.

WRB27A PROVIDE BODY TREATMENTS

Locations: City King St

Prerequisite(s): To be advised.

Content: Assess client’s requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.

Unit Hours: 116

Required Reading: -

Assessment: To be advised.

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE

Locations: City King St

Prerequisite(s): To be advised.

Content: Assess client’s requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.

Unit Hours: 60

Required Reading: -

Assessment: To be advised.

WRB29A PROVIDE PERMANENT EPILATION

Locations: City King St

Prerequisite(s): To be advised.

Content: Consult with and assess client for service; Prepare client for permanent epilation service; Perform permanent hair removal patch test; Perform permanent hair removal; Provide after care advice.

Unit Hours: 160

Required Reading: -

Assessment: To be advised.

WRB32A CO-ORDINATE WORK TEAMS

Locations: City King St

Prerequisite(s): To be advised.

Content: Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.

Unit Hours: 36

Required Reading: -

Assessment: To be advised.

WRB40A PROVIDE A SAFE WORKING ENVIRONMENT

Locations: City King St

Prerequisite(s): To be advised.

Content: Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.

Unit Hours: 36

Required Reading: -

Assessment: To be advised.

WRB802A APPLY GEL NAIL ENHANCEMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

Unit Hours: 30

Required Reading: -

Assessment: To be advised.

WRB803A APPLY ACRYLIC NAIL ENHANCEMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Prepare client; remove artificial nails; apply/ refill artificial nails; provide aftercare advice.

Unit Hours: 35

Required Reading: -

Assessment: To be advised.

WRB804B APPLY NAIL ART

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Prepare client; apply nail art; provide aftercare advice.

Unit Hours: 15

Required Reading: -

Assessment: To be advised.
WRBBS305B USE ELECTRICAL EQUIPMENT FOR NAILS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify client need; use electrical equipment.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBBS306A APPLY AIRBRUSHED NAIL ART
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client; apply airbrushed nail art; provide aftercare advice.
Unit Hours: 15
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

WRBBS407B PROVIDE BODY TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm client treatment plan; prepare client and service area for body treatments; apply body treatment products; perform body massage; provide electrical body massage; provide aftercare advice.
Unit Hours: 100
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRBBS408B PROVIDE AESTHETIC AROMATIC MASSAGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for aesthetic aromatic treatments; select products; perform massage techniques; apply aromatic products; provide aftercare advice.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBBS509A PLAN THE SPA PROGRAM
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate knowledge of spa principles; consult with client; determine the spa program.
Unit Hours: 25
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBBS510A PROVIDE THE SPA PROGRAM
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm spa program plan; prepare client for spa treatment/s; perform spa treatment/s; perform aftercare treatment; advise on further treatments.
Unit Hours: 100
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBBS511A APPLY AROMATIC PLANT OIL CHEMISTRY TO BEAUTY THERAPY TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify properties of a range of aromatic oils; apply organic chemistry to aromatic oil properties; evaluate properties of carrier oils; apply chemical information to beauty treatments.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; blend aromatic plant oils; apply aromatic plant oil blends; provide aftercare advice.
Unit Hours: 35
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBBS513A USE REFLEXOLOGY RELAXATION TECHNIQUES IN BEAUTY TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client; apply reflexology relaxation techniques; provide aftercare advice.
Unit Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBBS514A PROVIDE SUPERFICIAL LYMPH DRAINAGE MASSAGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; perform superficial lymph drainage massage for the face; perform superficial lymph drainage massage for the body; provide aftercare advice.
Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments
WRBCS201B CONDUCT FINANCIAL TRANSACTIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Operate point of sale equipment; perform point of sale transactions; complete sales; remove takings from register/terminal; reconcile takings.
Unit Hours: 25
Required Reading: To be advised.
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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Source information on the beauty industry; source and apply information on legal and ethical issues for the beauty industry; update beauty industry knowledge.
Unit Hours: 20
Required Reading: -
Assessment: Assignment

WRBCS203B PROVIDE SERVICES TO CLIENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Receive clients; deliver customer service to clients; schedule clients; respond to client complaints; identify clients’ special customer service needs/equipment.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply nail knowledge of nail science to beauty treatments; apply knowledge of the structure and function of nails to beauty treatments; provide skin health and care.
Unit Hours: 15
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBCS305A APPLY KNOWLEDGE OF SKIN BIOLOGY TO BEAUTY TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of skin structure and function to beauty treatments; apply knowledge of the structure and function of hair to beauty treatments; promote skin health and care.
Unit Hours: 50
Required Reading: -
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS306B ADVISE ON BEAUTY SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop product knowledge; identify beauty products and services; recommend specialised products and services.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBCS407A DEVELOP A TREATMENT PLAN FOR BEAUTY THERAPY TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine client requirements; analyse client characteristics; identify contra-indications; develop treatment plan
Unit Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRBCS408A APPLY KNOWLEDGE OF ANATOMY AND PHYSIOLOGY TO BEAUTY THERAPY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of anatomical and physiological terminology to beauty therapy treatments; apply knowledge of anatomy and physiology to beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of skin science to beauty therapy treatments; apply knowledge of skin disorders to beauty therapy treatments; promote skin health and care.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of electricity to beauty therapy treatments; perform beauty therapy treatments using direct and alternating current appliances; perform beauty therapy treatments using electrical muscle stimulation micro current equipment; promote electrical safety.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of the importance of nutrition in the performance of beauty therapy treatments; apply knowledge of the body’s systems to beauty therapy treatments; provide advice on dietary guidelines.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply knowledge of cosmetic chemistry to beauty therapy treatments; apply knowledge of cosmetic products to beauty therapy treatments; sell products to complement beauty therapy treatments.
Unit Hours: 30
Required Reading: 
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRBCS513B INVESTIGATE NEW PRODUCTS AND SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Analyse market; plan product and service range; maintain supplier relations; negotiate supply of goods; monitor quality control; introduce product range; maximize profit; rationalize stock.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Research Assignments.

WRBF5201B DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client for skin cleansing; cleanse face; apply skin care products; advise on further product use.
Unit Hours: 25
Required Reading: To be advised.
Assessment: As per accredited curriculum

WRBF5202B DESIGN AND APPLY MAKE-UP

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client; cleanse face; analyse face and design make-up plan; select products and equipment; apply make-up; apply false eyelashes; advise on further product use.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRBF5203B DESIGN AND APPLY MAKE-UP FOR PHOTOGRAPHY

Locations: City King St
Prerequisite(s): To be advised.
Content: 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.
Unit 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 analyse 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.

WRBF5204B DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client; cleanse skin; analyse treatment area; select products and equipment; apply remedial camouflage; advise on further product use.
Unit Hours: 30
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.
WRBFS305B PROVIDE LASH AND BROW TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client for service; chemically treat eyelash and eyebrows; shape eyebrows; provide aftercare advice.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBFS406B PROVIDE FACIAL TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for facial treatment; prepare treatment area; perform massage; apply skin care products; advise on further treatments.
Unit Hours: 120
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace.

WRBFS407B PROVIDE ADVANCED FACIAL TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client and work area for facial treatment; prepare treatment area; treat prematurely aged skin; treat red, flushed skin (erythema); treat mature seborrhoea and/or acne; advise on further treatments.
Unit Hours: 110
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS201B PIERCE EARS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare client for service; perform ear piercing; provide aftercare advice.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments.

WRBSS302B PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare the client for service; perform waxing treatments; perform bleaching treatments; provide aftercare advice.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for permanent epilation service; perform permanent hair removal patch test; perform permanent hair removal; provide aftercare advice.
Unit Hours: 145
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments and case studies.

WRBSS504B PERFORM DIATHERMY SERVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for diathermy service; perform diathermy patch test; perform diathermy service; provide aftercare advice.
Unit Hours: 50
Required Reading: To be advised.
Assessment: A combination of practical and theory assessments.

WRBSS505B DESIGN AND PERFORM COSMETIC TATTOOING/MICROPIGMENTATION PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for service; perform patch test; perform cosmetic tattooing/micro pigmentation service; provide aftercare advice.
Unit Hours: 110
Required Reading: -
Assessment: As per accredited curriculum.

WRBSS506A PROVIDE UPPER BODY PIERCING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm treatment plan; prepare client for service; perform body piercing; provide aftercare advice.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum.
WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit incorporates the Work Safety Australia Guidelines and basic first aid procedures, it encompasses competencies necessary to maintain a safe workplace for staff, clients and others.
It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of the salon.
Unit Hours: 760
Required Reading: -
Assessment: To be advised.

WRH02A COMMUNICATE IN THE WORKPLACE
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit encompasses those competencies required for effective communication in the workplace.
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

WRH03A RECEIVE AND DIRECT CLIENTS
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit encompasses those competencies required in the reception area of the salon including receiving clients and answering the telephone.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

WRH04A PREPARE CLIENTS FOR SALON SERVICES
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit encompasses the preparation of clients for a range of salon services.
Unit Hours: 10
Required Reading: -
Assessment: To be advised.

WRH05A CO-ORDINATE SALON TASKS
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit encompasses those competencies required for effective co-ordination of tasks.
Unit Hours: 10
Required Reading: -
Assessment: To be advised.

WRH06A REMOVE CHEMICALS FROM HAIR
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit relates to those competencies required to complete the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

WRH07A SCHEDULE AND CHECK-OUT CLIENTS
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit relates to those competencies required to provide full receptionist services.
Unit Hours: 36
Required Reading: -
Assessment: To be advised.

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE HAIR AND SCALP
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit relates to those competencies required to consult with clients for the total range of hairdressing services.
Unit Hours: 10
Required Reading: -
Assessment: To be advised.

WRH10A TREAT HAIR AND SCALP
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes those competencies required to treat a range of hair and scalp conditions on clients.
Unit Hours: 10
WRH11A CUT HAIR
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes those competencies required to perform a range of classic and current commercial hair cutting, beard designing and finishes using a wide variety of techniques.
Unit Hours: 170
Required Reading: -
Assessment: To be advised.

WRH12A DRESS (STYLE) HAIR
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes those competencies required to perform a range of classic and current commercial hair styles and finishes using a wide variety of techniques.
Unit Hours: 135
Required Reading: -
Assessment: To be advised.

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes those competencies required to perform a range of classic and current commercial permanent wave and chemical relaxation techniques using wide variety of techniques.
Unit Hours: 90
Required Reading: -
Assessment: To be advised.

WRH14A COLOUR HAIR
Locations: City King St
Prerequisite(s): To be advised.
Content: This unit encompasses those competencies which are required to perform colour services on clients. Services incorporate a combination of techniques to produce a current commercial fashion result.
Unit Hours: 115
Required Reading: -
Assessment: To be advised.

WRH15A CO-ORDINATE SALON TEAM

WRH22A PERFORM A FACE SHAVE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: To be advised.
Unit Hours: To be advised.
Required Reading: To be advised.
Assessment: To be advised.

WRHCL201A APPLY TEMPORARY HAIR COLOUR AND REMOVE RESIDUAL COLOUR PRODUCTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply temporary colour products and remove residual product under the direction of a senior operator. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Unit Hours: 25
Required Reading: -
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace

WRHCL302A COLOUR AND LIGHTEN HAIR
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select products and perform hair colour and lightening services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Unit Hours: 35
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRHCL304A PERFORM COLOUR CORRECTION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select and apply techniques to change unwanted hair colour and tones to achieve the desired base colour and tone. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Unit Hours: 35
WRHCL305A PERFORM ON SCALP FULL HEAD AND RE-TOUCH BLEACH SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select products and perform on scalp and re-touch bleach services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.
Unit Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCL406A SOLVE COMPLEX COLOUR PROBLEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and perform corrective hair colour services, and/or provide advice to other operators performing those services, to resolve complex colour problems. This unit of competency will apply to experienced hairdressers playing a technical leadership and/or support role in the workplace.
Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCR201A RINSE AND NEUTRALISE CHEMICALLY CURLED OR VOLUMISED HAIR
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the rinsing and neutralising process to chemically curled or volumised hair under the direction of a senior operator. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Unit Hours: 25
Required Reading: -
Assessment: A combination of practical and theory assessments.

WRHCR302A PERFORM CHEMICAL CURLING AND VOLUMISING SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and perform chemical curling and volumising services to add curl or body to short or medium length hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Unit Hours: 50
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCR303A PERFORM CHEMICAL STRAIGHTENING AND RELAXING SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and perform chemical straightening and relaxing services to reform natural curl or wave in the hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Unit Hours: 30
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCR404A APPLY CHEMICAL REFORMATION TECHNIQUES TO ENHANCE HAIR DESIGNS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and apply creative chemical reformation techniques to a range of haircut structures and long hair. This unit of competency will apply to a range of chemical reformation services and roles in the workplace.
Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCS201A PREPARE CLIENTS FOR SALON SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to prepare clients for a range of salon services. This unit of competency may apply to a range of roles in the workplace.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Combination of practical and theory assessments and participation in Learning in the Workplace

WRHCS202A MAINTAIN TOOLS AND EQUIPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to care for and maintain workplace hairdressing tools and equipment.
Unit Hours: 10
Required Reading: To be advised.
Assessment: Theory assessments which may include assignments, tests and salon checklists
WRHCS203A HONE AND STROP STRAIGHT RAZORS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to sharpen and prepare a straight (cut-throat) razor for use in facial shaving or haircutting services.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

WRHCS204A MAINTAIN AND ORGANISE WORK AREAS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to maintain and organise work areas in service environments.
Unit Hours: 10
Required Reading: To be advised.
Assessment: Theory assessments which may include assignments, tests and salon checklists

WRHCS205A FOLLOW PERSONAL HEALTH AND SAFETY ROUTINES AT WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the self-care skills and knowledge involved in developing and integrating personal health and safety measures as part of routine work practices in a hairdressing salon environment.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to provide a head, neck and shoulder massage as an enhancement prior to the salon shampoo service.
Unit Hours: 20
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHCS207A DEVELOP HAIRDRESSING INDUSTRY KNOWLEDGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to access information on the hairdressing industry and relevant industry legislation. The unit may apply to a range of roles in the workplace.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assessment is via theory assessment (which includes an integrated assignment) and participation in Learning in the Workplace

WRHCS308A PLAN SERVICES FOR SPECIAL EVENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to consult with clients to plan for the provision of a complete hair and beauty service for special events. This unit may apply to a range of roles in the workplace.
Unit Hours: 20
Required Reading: -
Assessment: A combination of practical and theory assessments.

WRHHC301A DESIGN HAIRCUT STRUCTURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required in the two-dimensional application of interior and exterior lines and angles to develop visual representations and plans for haircut structures.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRHHC302A APPLY ONE LENGTH/SOLID HAIRCUT STRUCTURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and apply one length/solid haircut structures.
Unit Hours: 25
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHC303A APPLY GRADUATED HAIRCUT STRUCTURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and apply graduated haircut structures.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments
WRHHC304A APPLY LAYERED HAIRCUT STRUCTURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and apply layered haircut structures.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRHHC305A APPLY OVER-COMB TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply over-comb techniques.
Unit Hours: 25
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRHHC306A COMBINE HAIRCUT STRUCTURES ON WOMEN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to combine haircut structures for finished haircut designs on women.
Unit Hours: 25
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRHHC307A COMBINE HAIRCUT STRUCTURES FOR TRADITIONAL AND CLASSIC DESIGNS ON MEN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to combine haircut structures for traditional and classic finished haircut designs on men.
Unit Hours: 20
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHC308A DESIGN AND MAINTAIN BEARDS AND MOUSTACHES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to design and apply a range of beard and moustache styles and also to maintain existing beards and/or moustaches.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

WRHHC309A PERFORM FACE AND HEAD SHAVES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to perform face shaves and head shaves.
Unit Hours: 25
Required Reading: -
Assessment: As per accredited curriculum

WRHHC410A DESIGN AND PERFORM CREATIVE HAIRCUTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to combine haircut structures in the performance of creative haircuts on a range of clients.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assessment is a combination of practical and theory assessments

WRHHD201A DRY HAIR TO SHAPE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to dry hair to shape, as directed by a senior operator.
Unit Hours: 35
Required Reading: To be advised.
Assessment: Assessment is a combination of practical work and participation in the Workplace

WRHHD202A APPLY SINGLE, TWO AND THREE STRAND BRAIDING TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply single, two and three strand braiding techniques to achieve quick service designs.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current short to medium-length hair design finishes on a range of clients. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

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WRHHD304A DESIGN AND APPLY LONG HAIR FINISHES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the elements and principles of design to create classic and current long hair design finishes on a range of clients. The unit will apply to a range of hairdressing services and roles in the workplace.

Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments and participation in Learning in the Workplace

WRHHD405A SELECT AND APPLY HAIR EXTENSIONS

Locations: City King St
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select hair type and apply appropriate hair extensions. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

Unit 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.

CUF50407 Diploma of Specialist Make-up Services:
Holistic assessment for a person who demonstrates competency and is able to consistently communicate, analyse, plan the selected hair type, prepare materials, safely apply hair extensions to create finished hair designs. They must demonstrate knowledge of human and synthetic hair types, hair mixing and application techniques whilst implementing safe workplace practices in regard to workplace safety and hygiene.

WRHHD406A WORK AS A SESSION STYLIST

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to create finished hair designs especially applicable to events, film sets, photographic studios or platform work. This unit will apply to hairdressers who work in fashion parades, hair shows, hairdressing technical seminars, demonstrations, training sessions and on fashion shoots.

Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHD407A APPLY AND MAINTAIN WIGS AND HAIRPIECES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select and apply hairpieces to complement a hair design, and to carry out the cleaning and maintenance of wigs and hairpieces. This unit of competency will apply to hairdressers who work as session stylists, use hairpieces to enhance hair designs, and provide a service to clients who regularly wear wigs or hairpieces.

Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHD408A MAKE WIGS AND HAIRPIECES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select hair type and hand make wigs and hairpieces. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

Unit Hours: 120
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHHS301A APPLY THE PRINCIPLES OF HAIRDRESSING SCIENCE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the principles of skin and hair biology and cosmetic chemistry to hairdressing services. This unit of competency will apply to a range of hairdressing services and roles in the workplace.

Unit Hours: 25
Required Reading: -
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRHHS302A CONSULT WITH CLIENTS AND TREAT HAIR AND SCALP CONDITIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply and interpret skin test reactions prior to colour and lightening services, to recognise a range of normal and abnormal conditions of the hair and scalp, and to propose and perform treatments from the salon range.

Unit Hours: 15
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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the principles of hair and scalp science and disorders to trichological consultations. The unit of competency will apply to a range of trichological consultations and roles in the workplace.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

WRHHS404A PERFORM TRICHOLOGICAL ASSESSMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to establish a rapport with the patient, and interact with and examine the patient to determine the scope of the assessment and the patient’s needs. This unit of competency may apply to a number of roles in the workplace.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

WRHHS405A APPLY THE PRINCIPLES OF NUTRITION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to apply the principles of nutrition in trichological clinical practice.
Unit Hours: 25
Required Reading: -
Assessment: As per accredited curriculum

WRHHS406A DEVELOP AND APPLY SCALP TREATMENT THERAPIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop and apply scalp treatment therapies for single or multiple treatment sessions.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

WRHSM501A MANAGE HAIRDRESSING SERVICES AND SALES DELIVERY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop and integrate a range of operational management strategies to resource, monitor, maintain and improve the delivery of hairdressing services and associated sales.
Unit Hours: 35
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHSM502A PROMOTE A HAIRDRESSING BUSINESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop and implement marketing strategies, and monitor the improvement of the market performance of a hairdressing business, to expand both the client base and business turnover.
Unit Hours: 40
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRHWP201A ASSIST COLLEAGUES PROVIDING MULTIPLE SALON SERVICES AS TEAM MEMBER

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to assist colleagues who are involved in the provision of multiple services in a hairdressing services environment.
Unit Hours: To be advised.
Required Reading: -
Assessment: Assessment is participation in Learning in the Workplace

WRHWP302A OPERATE EFFECTIVELY AS A HAIRDRESSER IN A SALON WORK TEAM

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to effectively integrate and perform a full range of tasks and hairdressing services when working as part of a team in a hairdressing workplace environment.
Unit Hours: To be advised.
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRR03B PROVIDE A SAFE WORKING ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Unit Hours: 36
Required Reading: -
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)
WRR07A PROFILE A RETAIL MARKET
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit encompasses the skills and knowledge required to profile a retail market. It involves reviewing the image of the store, researching market demands, profiling store customers and implementing methods to attract customers to the store.
Unit Hours: 36
Required Reading: -
Assessment: This unit may be assessed by assignments, projects, presentations.

WRR08A DEVELOP INNOVATIVE IDEAS AT WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea.
Unit Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRR09A LEAD A TEAM TO FOSTER INNOVATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to lead a workplace team in ways that foster innovative work practice. It covers the skills that are needed by individuals who are leading work teams on individual projects or in work in general. The skills cover the requirements for encouraging innovation within individual team members as well as a team as a whole. They include how to put a team together and keep it working well, how to structure work and monitor progress, how to ensure that the team have the information and skills they need and how to apply innovative work skills to the leadership role.
Unit Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork, presentation.

WRR11B PERFORM STOCK CONTROL PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit encompasses the skills, knowledge and attitudes required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock, participating in stocktakes, reordering stock and dispatching goods.
Unit Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRCS1B COMMUNICATE IN THE WORKPLACE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace

WRRC2B CO-ORDINATE WORK TEAMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Unit Hours: 36
Required Reading: -
Assessment: Assessment is a combination of practical and theory assessments

WRRLP1B APPLY SAFE WORKING PRACTICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Observe basic safety procedures; Observe emergency procedures.
Unit Hours: 18
Required Reading: To be advised.
Assessment: Assessment is via theory assessments (assessments may include assignments and tests)

WRR08A DEVELOP INNOVATIVE IDEAS AT WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills required to systematically generate and develop ideas for workplace improvement. It involves interpreting or observing the need for improvement and developing a detailed idea. This requires the creative generation and discussion of a number of ideas or solutions and accepting positive and negative feedback. Ideas should be tested in order to establish and present a workable outcome which meets the needs of the end user.
Unit Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.
WRRS1A SELL PRODUCTS AND SERVICES

Locations: City King St

Prerequisite(s): To be advised.

Content: This unit is based on and is equivalent to Unit S.1 Sell Products and Services in the National Retail Competency Standards. It encompasses the promotion and sale of a range of salon services and retail products. It involves the use of sales techniques and encompasses the key selling skills from approaching the client to closing the sale. It requires a basic level of product knowledge.

Unit Hours: 18

Required Reading: -

Assessment: To be advised.

WRRS1B SELL PRODUCTS AND SERVICES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Unit Hours: 18

Required Reading: To be advised.

Assessment: Assessment may be a combination of practical and theory assessments and participation in Learning in the Workplace