HOW TO USE THIS HANDBOOK

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

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

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

PLEASE NOTE

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

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

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

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
DISCLAIMER
The information contained in Victoria University’s 2011 Faculty of Workforce Development Handbook was current at 31 August 2010.

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

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

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

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/course-handbooks-and-guides
## CONTENTS

### SCHOOL OF CREATIVE INDUSTRIES

- Certificate IV in Professional Writing and Editing (21674VIC)
- Diploma of Professional Writing and Editing (21675VIC)
- Certificate IV in Theatre Arts (21679VIC)
- Diploma of Theatre Arts (I) (21680VIC)
- Advanced Diploma of Graphic Design (I) (21873VIC)
- Diploma of Graphic Design (I) (21874VIC)
- Diploma of Visual Art (I) (21885VIC)
- Certificate II in Creative Industries (Media) (CUF20107)
- Certificate II in Multimedia (CUF20601)
- Certificate III in Media (CUF30107)
- Certificate IV in Screen and Media (CUF40107)
- Diploma of Screen and Media (I) (CUF50107)
- Diploma of Interactive Digital Media (I) (CUF60107)
- Advanced Diploma of Screen and Media (I) (CUF60207)
- Certificate III in Music (CUS30101)
- Certificate IV in Music (CUS40101)
- Certificate IV in Music Industry (Technical Production) (CUS40201)
- Diploma of Music (CUS50101)
- Diploma of Music Industry (Technical Production) (CUS50201)
- Advanced Diploma of Music (CUS60101)
- Advanced Diploma of Music Industry (CUS60201)
- Certificate III in Visual Arts and Contemporary Craft (CUV30103)
- Certificate IV in Visual Arts & Contemporary Craft (CUV40103)

### SCHOOL OF COMMUNITY SERVICES

- Certificate II in Community Services (CHC20108)
- Certificate III in Community Services Work (CHC30108)
- Certificate III in Children's Services (I) (CHC30708)
- Certificate III in Education Support (CHC30808)
- Certificate IV in Disability (CHC40308)
- Certificate IV in Alcohol and Other Drugs (CHC40408)
- Certificate IV in Leisure and Health (CHC40608)
- Certificate IV in Community Services Work (CHC40708)
- Certificate IV in Children's Services (Outside School Hours Care) (CHC41208)
- Certificate IV in Youth Work (I) (CHC41808)
- Certificate IV in Celebrancy (CHC42608)
- Diploma of Leisure and Health (CHC50508)
- Diploma of Community Services Work (I) (CHC50608)
- Diploma of Community Welfare Work (I) (CHC50702)
- Diploma of Community Development (I) (CHC50708)
- Diploma of Children's Services (Early Childhood Education and Care) (I) (CHC50908)
- Diploma of Children's Services (Outside School Hours Care) (CHC51008)
- Diploma of Community Development (I) (CHC51402)
- Diploma of Youth Work (I) (CHC51408)
- Advanced Diploma of Disability (CHC60108)
- Advanced Diploma of Children's Services (CHC60208)
- Advanced Diploma of Community Sector Management (CHC60308)
- Vocational Graduate Certificate in Community Services Practice (Client Assessment and Case Management) (CHC70208)
- Certificate III in Non-Emergency Client Transport (HLT30207)
- Certificate IV in Health Care (Ambulance) (HLT40107)
- Diploma of Paramedical Science (Ambulance) (HLT50402)
- Diploma of Paramedical Science (Ambulance) (HLT50407)
- Certificate III in Asset Maintenance (Cleaning Operations) (PRM30104)

### SCHOOL OF SPORT & SCIENCE

- Certificate IV in Food Science and Technology (21616VIC)
- Diploma of Food Science Technology (21617VIC)
- Graduate Certificate in Career Counselling for Elite Athletes (21809VIC)
- Certificate III in Science (I) (21857VIC)
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>98</td>
<td>CERTIFICATE IV IN SCIENCE (I)</td>
</tr>
<tr>
<td>98</td>
<td>COURSE IN MICROCHIP IMPLANTATION OF CATS AND DOGS</td>
</tr>
<tr>
<td>99</td>
<td>CERTIFICATE III IN OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>99</td>
<td>CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>100</td>
<td>CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>100</td>
<td>DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>100</td>
<td>DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>101</td>
<td>ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>101</td>
<td>CERTIFICATE I IN FOOD PROCESSING</td>
</tr>
<tr>
<td>101</td>
<td>CERTIFICATE II IN FOOD PROCESSING</td>
</tr>
<tr>
<td>101</td>
<td>CERTIFICATE III IN FOOD PROCESSING</td>
</tr>
<tr>
<td>102</td>
<td>CERTIFICATE III IN FOOD PROCESSING (RETAIL BAKING - BREAD)</td>
</tr>
<tr>
<td>102</td>
<td>CERTIFICATE IV IN FOOD PROCESSING</td>
</tr>
<tr>
<td>102</td>
<td>DIPLOMA OF FOOD PROCESSING</td>
</tr>
<tr>
<td>103</td>
<td>CERTIFICATE IV IN MASSAGE THERAPY PRACTICE (I)</td>
</tr>
<tr>
<td>103</td>
<td>DIPLOMA OF REMEDIAL MASSAGE (I)</td>
</tr>
<tr>
<td>104</td>
<td>CERTIFICATE III IN LABORATORY SKILLS</td>
</tr>
<tr>
<td>105</td>
<td>CERTIFICATE IV IN LABORATORY TECHNIQUES</td>
</tr>
<tr>
<td>106</td>
<td>DIPLOMA OF LABORATORY TECHNOLOGY (I)</td>
</tr>
<tr>
<td>106</td>
<td>CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT</td>
</tr>
<tr>
<td>106</td>
<td>DIPLOMA OF CONSERVATION AND LAND MANAGEMENT</td>
</tr>
<tr>
<td>107</td>
<td>CERTIFICATE II IN ANIMAL STUDIES</td>
</tr>
<tr>
<td>107</td>
<td>CERTIFICATE III IN ANIMAL TECHNOLOGY</td>
</tr>
<tr>
<td>107</td>
<td>CERTIFICATE III IN CAPTIVE ANIMALS</td>
</tr>
<tr>
<td>108</td>
<td>CERTIFICATE III IN COMPANION ANIMAL SERVICES</td>
</tr>
<tr>
<td>108</td>
<td>CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION</td>
</tr>
<tr>
<td>109</td>
<td>CERTIFICATE IV IN VETERINARY NURSING</td>
</tr>
<tr>
<td>110</td>
<td>DIPLOMA OF ANIMAL TECHNOLOGY</td>
</tr>
<tr>
<td>110</td>
<td>CERTIFICATE II IN COMMUNITY RECREATION</td>
</tr>
<tr>
<td>110</td>
<td>CERTIFICATE III IN COMMUNITY RECREATION</td>
</tr>
<tr>
<td>111</td>
<td>CERTIFICATE IV IN COMMUNITY RECREATION</td>
</tr>
<tr>
<td>112</td>
<td>CERTIFICATE III IN FITNESS (I)</td>
</tr>
<tr>
<td>112</td>
<td>CERTIFICATE IV IN FITNESS (I)</td>
</tr>
<tr>
<td>113</td>
<td>DIPLOMA OF FITNESS (I)</td>
</tr>
<tr>
<td>114</td>
<td>CERTIFICATE II IN SPORT AND RECREATION</td>
</tr>
<tr>
<td>115</td>
<td>CERTIFICATE III IN OUTDOOR RECREATION</td>
</tr>
<tr>
<td>115</td>
<td>CERTIFICATE III IN SPORT AND RECREATION</td>
</tr>
<tr>
<td>117</td>
<td>CERTIFICATE III IN OUTDOOR RECREATION</td>
</tr>
<tr>
<td>117</td>
<td>CERTIFICATE IV IN SPORT AND RECREATION</td>
</tr>
<tr>
<td>119</td>
<td>DIPLOMA OF SPORT AND RECREATION</td>
</tr>
<tr>
<td>120</td>
<td>CERTIFICATE IV IN SPORT (COACHING) (I)</td>
</tr>
<tr>
<td>121</td>
<td>CERTIFICATE IV IN SPORT (DEVELOPMENT)</td>
</tr>
<tr>
<td>122</td>
<td>DIPLOMA OF SPORT (COACHING)</td>
</tr>
<tr>
<td>123</td>
<td>DIPLOMA OF SPORT (DEVELOPMENT) (I)</td>
</tr>
<tr>
<td>125</td>
<td>UNITS</td>
</tr>
<tr>
<td>180</td>
<td>SCHOOL OF HEALTH</td>
</tr>
<tr>
<td>180</td>
<td>CERTIFICATE III IN AGED CARE</td>
</tr>
<tr>
<td>180</td>
<td>CERTIFICATE III IN HOME AND COMMUNITY CARE</td>
</tr>
<tr>
<td>181</td>
<td>CERTIFICATE IV IN AGED CARE</td>
</tr>
<tr>
<td>182</td>
<td>CERTIFICATE IV IN HOME AND COMMUNITY CARE</td>
</tr>
<tr>
<td>182</td>
<td>CERTIFICATE III IN HEALTH SERVICES ASSISTANCE</td>
</tr>
<tr>
<td>183</td>
<td>CERTIFICATE III IN HEALTH ADMINISTRATION</td>
</tr>
<tr>
<td>183</td>
<td>CERTIFICATE IV IN HEALTH SUPERVISION</td>
</tr>
<tr>
<td>184</td>
<td>CERTIFICATE IV IN NURSING (ENROLLED/DIVISION 2 NURSING)</td>
</tr>
<tr>
<td>184</td>
<td>DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)</td>
</tr>
<tr>
<td>185</td>
<td>DIPLOMA OF PRACTICE MANAGEMENT</td>
</tr>
<tr>
<td>186</td>
<td>UNITS</td>
</tr>
<tr>
<td>201</td>
<td>SCHOOL OF ENTERPRISE</td>
</tr>
<tr>
<td>201</td>
<td>ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE) (I)</td>
</tr>
<tr>
<td>201</td>
<td>GRADUATE CERTIFICATE IN MANAGEMENT</td>
</tr>
<tr>
<td>202</td>
<td>GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING</td>
</tr>
<tr>
<td>202</td>
<td>CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)</td>
</tr>
<tr>
<td>202</td>
<td>ADVANCED DIPLOMA OF LEGAL PRACTICE</td>
</tr>
</tbody>
</table>
CERTIFICATE I IN BUSINESS   BSB10107
CERTIFICATE II IN BUSINESS (I)   BSB20107
CERTIFICATE III IN BUSINESS (I)   BSB30107
CERTIFICATE III IN MICRO BUSINESS OPERATIONS   BSB30307
CERTIFICATE III IN BUSINESS ADMINISTRATION   BSB30407
CERTIFICATE III IN RECORDKEEPING   BSB30807
CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)   BSB31007
CERTIFICATE III IN FRONTLINE MANAGEMENT   BSB31207
CERTIFICATE IV IN BUSINESS   BSB40207
CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT   BSB40407
CERTIFICATE IV IN BUSINESS ADMINISTRATION (I)   BSB40507
CERTIFICATE IV IN FRONTLINE MANAGEMENT   BSB40807
CERTIFICATE IV IN LEGAL SERVICES   BSB41207
CERTIFICATE IV IN RECORDKEEPING   BSB41707
DIPLOMA OF BUSINESS   BSB50207
DIPLOMA OF BUSINESS ADMINISTRATION (I)   BSB50407
DIPLOMA OF LEGAL SERVICES   BSB51007
DIPLOMA OF RECORDKEEPING   BSB51707
DIPLOMA OF PROPERTY SERVICES (REAL ESTATE)   CPP00307
DIPLOMA OF FINANCIAL SERVICES (CONVEYANCING)   FNS50604
CERTIFICATE III IN LOCAL GOVERNMENT   LGI30104
CERTIFICATE IV IN LOCAL GOVERNMENT   LGI40104
CERTIFICATE III IN GOVERNMENT   PSP30104
CERTIFICATE IV IN GOVERNMENT   PSP40104
CERTIFICATE IV IN GOVERNMENT (COURT SERVICES)   PSP40404
DIPLOMA OF GOVERNMENT   PSP50104
DIPLOMA OF GOVERNMENT (COURT SERVICES)   PSP50304
DIPLOMA OF GOVERNMENT (PROJECT MANAGEMENT)   PSP51304
CERTIFICATE II IN RETAIL   SIR20207
CERTIFICATE III IN RETAIL   SIR30207
CERTIFICATE IV IN RETAIL MANAGEMENT   SIR40207
DIPLOMA OF RETAIL MANAGEMENT   SIR50107

SCHOOL OF BUSINESS AND HOSPITALITY

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS) (I)   21613VIC
CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS) (I)   21639VIC
ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS) (I)   21640VIC
ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS)   22038VIC
ADVANCED DIPLOMA OF INTERNATIONAL BUSINESS   22039VIC
DIPLOMA OF BUSINESS (PUBLIC RELATIONS)   22051VIC
DIPLOMA OF BUSINESS AND ENTERPRISE (I)   3113C0207
CERTIFICATE IV IN ADVERTISING (I)   BSB40107
CERTIFICATE IV IN BUSINESS SALES (I)   BSB40607
CERTIFICATE IV IN HUMAN RESOURCES (I)   BSB41007
CERTIFICATE IV IN INTERNATIONAL TRADE (I)   BSB41107
CERTIFICATE IV IN MARKETING (I)   BSB41307
CERTIFICATE IV IN PROJECT MANAGEMENT   BSB41507
CERTIFICATE IV IN UNIONISM AND INDUSTRIAL RELATIONS   BSB41807
DIPLOMA OF BUSINESS   BSB50101
DIPLOMA OF ADVERTISING (I)   BSB50307
DIPLOMA OF HUMAN RESOURCES MANAGEMENT (I)   BSB50607
DIPLOMA OF INTERNATIONAL BUSINESS (I)   BSB50807
DIPLOMA OF MARKETING (I)   BSB51207
ADVANCED DIPLOMA OF ADVERTISING (I)   BSB60107
ADVANCED DIPLOMA OF MANAGEMENT   BSB60407
ADVANCED DIPLOMA OF MARKETING (I)   BSB60507
CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES   CUL40104
CERTIFICATE II IN TOURISM   SIT20107
CERTIFICATE II IN HOSPITALITY   SIT20207
CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS) (I)   SIT20307
CERTIFICATE III IN TOURISM   SIT30107
CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)   SIT30207
CERTIFICATE III IN TOURISM (GUIDING)   SIT30507
CERTIFICATE III IN EVENTS (I)   SIT30607
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT30707</td>
<td>CERTIFICATE III IN HOSPITALITY</td>
<td></td>
</tr>
<tr>
<td>SIT30807</td>
<td>CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY) (I)</td>
<td></td>
</tr>
<tr>
<td>SIT30907</td>
<td>CERTIFICATE III IN HOSPITALITY (ASIAN COOKERY)</td>
<td></td>
</tr>
<tr>
<td>SIT40207</td>
<td>CERTIFICATE IV IN TOURISM (I)</td>
<td></td>
</tr>
<tr>
<td>SIT40407</td>
<td>CERTIFICATE IV IN HOSPITALITY (COMMERCIAL COOKERY)</td>
<td></td>
</tr>
<tr>
<td>SIT50107</td>
<td>DIPLOMA OF TOURISM (I)</td>
<td></td>
</tr>
<tr>
<td>SIT50207</td>
<td>DIPLOMA OF EVENTS (I)</td>
<td></td>
</tr>
<tr>
<td>SIT50307</td>
<td>DIPLOMA OF HOSPITALITY (I)</td>
<td></td>
</tr>
<tr>
<td>SIT60107</td>
<td>ADVANCED DIPLOMA OF TOURISM (I)</td>
<td></td>
</tr>
<tr>
<td>SIT60207</td>
<td>DIPLOMA OF MUSEUM PRACTICE</td>
<td></td>
</tr>
<tr>
<td>THH33002</td>
<td>CERTIFICATE III IN HOSPITALITY (OPERATIONS)</td>
<td></td>
</tr>
<tr>
<td>THH42602</td>
<td>CERTIFICATE IV IN HOSPITALITY (SUPERVISION)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNITS</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL OF FINANCE AND LIBRARY

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>21812VIC</td>
<td>COURSE IN ASSESSMENT OF INFORMAL LEARNING</td>
<td></td>
</tr>
<tr>
<td>CUL20104</td>
<td>CERTIFICATE II IN LIBRARY/INFORMATION SERVICES</td>
<td></td>
</tr>
<tr>
<td>CUL20204</td>
<td>CERTIFICATE II IN MUSEUM PRACTICE</td>
<td></td>
</tr>
<tr>
<td>CUL30104</td>
<td>CERTIFICATE III IN LIBRARY/INFORMATION SERVICES (I)</td>
<td></td>
</tr>
<tr>
<td>CUL50104</td>
<td>DIPLOMA OF LIBRARY/INFORMATION SERVICES (I)</td>
<td></td>
</tr>
<tr>
<td>CUL50204</td>
<td>ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES (I)</td>
<td></td>
</tr>
<tr>
<td>FNS40107</td>
<td>CERTIFICATE IV IN FINANCIAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>FNS40207</td>
<td>CERTIFICATE IV IN FINANCIAL SERVICES (BOOKKEEPING)</td>
<td></td>
</tr>
<tr>
<td>FNS50107</td>
<td>DIPLOMA OF FINANCIAL SERVICES (I)</td>
<td></td>
</tr>
<tr>
<td>FNS50204</td>
<td>DIPLOMA OF ACCOUNTING (I)</td>
<td></td>
</tr>
<tr>
<td>FNS60104</td>
<td>ADVANCED DIPLOMA OF FINANCIAL SERVICES (I)</td>
<td></td>
</tr>
<tr>
<td>FNS60204</td>
<td>ADVANCED DIPLOMA OF ACCOUNTING (I)</td>
<td></td>
</tr>
<tr>
<td>TAA40104</td>
<td>CERTIFICATE IV IN TRAINING AND ASSESSMENT</td>
<td></td>
</tr>
<tr>
<td>TAA50104</td>
<td>DIPLOMA OF TRAINING AND ASSESSMENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNITS</td>
<td></td>
</tr>
</tbody>
</table>

### FACULTY DELIVERED - WFD

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30207</td>
<td>CERTIFICATE III IN CUSTOMER CONTACT</td>
<td></td>
</tr>
<tr>
<td>BSB40307</td>
<td>CERTIFICATE IV IN CUSTOMER CONTACT</td>
<td></td>
</tr>
<tr>
<td>BSB51107</td>
<td>DIPLOMA OF MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNITS</td>
<td></td>
</tr>
</tbody>
</table>
## Certificate IV in Professional Writing and Editing

**Course Code:** 21674VIC  
**Campus:** St Albans.

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

**Careers:** Creative writing, journalism, editing and publishing.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Written Application Written Test

**Course Structure**  
Course is delivered Flexible delivery, On-line and Distance.

**Core Units of Study**
- CUFG01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
- CUFG02A IDENTIFY INDUSTRY LAWS AND REGULATIONS AND RESPONSIBILITIES 30
- CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS 20
- BSCM311A MAINTAIN WORKPLACE SAFETY 40
- BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS 120
- IPCMA638A ACCESS THE INTERNET 20
- VBPS51 DEVELOP WRITING AND EDITING SKILLS 120
- CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK 50
- CUVCOR11A SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK 30
- CUSRAD01A COLLECT AND ORGANISE INFORMATION 15
- VBP562 PRODUCE WRITINGS 315

**Elective Units of Study**  
Three electives to be undertaken from List 1, or two from List 1 and two from List 2.

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

**List 2**
- VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A 68
- VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B 68
- VAD964 DESIGN AND LAYOUT 68
- VAC412 DESKTOP PUBLISHING 1 68
- VAC391 INTERNET SKILLS FOR WRITERS & EDITORS 68
- CUVED05A INTERPRET AND RESPOND TO A BRIEF 15

## Diploma of Professional Writing and Editing

**Course Code:** 21675VIC  
**Campus:** St Albans.

**Course Objectives:** The course provides students with a theoretical base, and practical skills, in a variety of writing, editing and production tasks. You will gain an awareness of marketing your work, and knowledge of the markets available to a professional writer or editor. You will develop analytical, problem-solving, research and design skills in relation to both freelance and industry projects.

**Careers:** Creative writing, journalism, editing and publishing.

**Course Duration:** 1 year

**Selection Processes:** Interview Portfolio Written Application Written Test

**Course Structure**  
This course is one year full-time or part-time equivalent.

**Core Units of Study**
- CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
- CUVRAD02A CONDUCT RESEARCH 35
- CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70
- CUECOR1B MANAGE OWN WORK AND LEARNING 10
- CUSADM03A MANAGE A PROJECT 50
- VBP553 REFINE WRITING AND EDITING TECHNIQUES 340
- CUVED05A INTERPRET AND RESPOND TO A BRIEF 15

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

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

**List 2**
- VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A 68
- VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B 68
- VAD964 DESIGN AND LAYOUT 68
- VAC412 DESKTOP PUBLISHING 1 68
- VAC391 INTERNET SKILLS FOR WRITERS & EDITORS 68
- CUVED05A INTERPRET AND RESPOND TO A BRIEF 15

**List 3**
- VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1 51
- VAE344 CORPORATE WRITING 1A 68
- VBK385 INTRODUCTION TO FICTION WRITING 1 68
- VAE272 NON FICTION 1A 68
- VAE281 NOVEL 1A 68
- VAE831 POETRY 1A 68
- VAE863 POPULAR FICTION 1A 68
- VAE552 SCREENWRITING 1A 68
- VBK386 SCRIPTWRITING 1A 68
- VAE913 SHORT STORY 1A 68
- VBF960 WRITING COMEDY FOR PERFORMANCE 1A 68

**List 4**
- VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1 51
- VAE344 CORPORATE WRITING 1A 68
List 3
VAD728  EDITING 2A 68
VAN040  NOVEL 2B 68
VAF066  SHORT STORY 2A 68
VBK402  SCREENWRITING 2A 68

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

List 4
VA6831  WRITER AND RESEARCH 68
VBK392  LITERATURE FOR WRITERS 1A 68
VAC412  DESKTOP PUBLISHING 1 68
VAE919  PRACTICAL PLACEMENT 68

CERTIFICATE IV IN THEATRE ARTS
Course Code: 21679VIC


About this course: This qualification provides the foundation skills in acting and theatre performance for a career for the independent theatre arts industry. The course offers a balance in the development of performance, technical production, business, theatre event and festival production skills. The studio based acting and performance skills course enables participants to create and perform in live theatre events to assist with employment outcomes in various roles within the Entertainment Industry or pursue further education.

Course Objectives: The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.

Careers: When you graduate you will have the foundational skills to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.

Course Duration: 1 year

Selection Processes: Direct Entry Interview

Course Structure Students must complete a minimum of 920 nominal hours across the four strands of the qualification as follows: Core Artistic Practice - six (6) compulsory units and Technical Production - select a minimum of three (3) units and Industry Practice - select a minimum of three (3) units and Theatre, Festival and event Production - select a minimum of three (3) units Core Units

VBP660  DEVELOP BASIC PERFORMANCE SKILLS 100
CUVSAF01B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUEND01B  SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE 10
THHIGH503B  PROVIDE FIRST AID 24
VBP661  DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER 100
CUVCORT13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70

Elective Units

Elective Units of Study - Technical Production
Audio (One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

CUVVSP38A  RESEARCH & EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART 50
CUESOU07A  APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES 40
CUESOU09A  MANAGE AND COMPILIE AUDIO REPLAY MATERIAL 50
CUESOU11A  SET UP AND OPERATE STAGE MONITOR SYSTEMS 70
CUESOU13A  SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT 60
CUESOU05B  INSTALL, ALIGN AND TEST AUDIO EQUIPMENT 35

Lighting (One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

CUFLGT402A  SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS 30
CUEIGT03B  INSTALL AND OPERATE FOLLOW SPOTS 50
CUEIGT05B  RECORD AND OPERATE STANDARD LIGHTING CUES 100
CUEIGT09A  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES 20
CUEIGT02B  PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT 25

Set construction
(One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)

CUSMPF03A  DEVELOP AND MAINTAIN STAGECRAFT SKILLS 70
CUESET05B  APPLY SET CONSTRUCTION TECHNIQUES 65
CUESET10A  CONSTRUCT MECHANICAL SETS 100
CUESET11A  DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS 100
CUESET03B  MAKE SETS 35
CUVDSI15A  RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN 50
MEM18. 1AB  USE HAND TOOLS 20

Other suggested technical units

CUEAUD06A  APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES 20
CUECOS09A  DEVELOP AND APPLY KNOWLEDGE OF COSTUME 60
CUEPREP03A  APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION 20
CUEPREP04A  USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS 50
CUESCEO05A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART 20

CUESTA05A  APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES 20
CUVCRS06A  MAKE SCALE MODELS 50

Elective Units of Study · Industry Practice

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

BSB5853M01A  RESEARCH BUSINESS OPPORTUNITIES 30
DIPLOMA OF THEATRE ARTS (I)

Course Code: 21680VIC


About this course: This course offers training in advanced acting and performance towards conceiving, planning, rehearsing, and performing two live theatre events at an advanced level (one per semester).

Course Objectives: The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.

Careers: When you graduate you will be qualified to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.

In order to receive the Diploma of Theatre Arts, participants must complete a minimum of 930 nominal hours across the four strands of the qualification as follows: Core Artistic Practice - three (3) compulsory units and Technical Production - select a minimum of three (3) units and Industry Practice - select a minimum of three (3) units and Theatre, Festival and Event Production - select a minimum of three (3) units Core Units of Study

Course Duration: 1 year

Admission Requirements Year 12: You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have: -Some performance experience -Good communication skills (and ability to read, write and speak English) -Positive team-work skills and attitudes Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.

Admission Requirements International: Not Applicable

Selection Processes: Direct Entry Interview/Practical Test/Written Application

Course Structure In order to receive the Diploma of Theatre Arts, participants must complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the technical production strand.

Technical Production - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the technical production strand.

Elective Units of Study -Theatre, Festival and Event Production

Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the theatre, festival and event production strand.

Industry Practice - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

Elective Units of Study -Industry Practice

Industry Practice - Complete a minimum of 3 units from the list below or from relevant Training Packages. Selected units from relevant Training Packages must support the AQF level and satisfy the requirements of the industry practice strand.

Application: You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated people who have: -Some performance experience -Good communication skills (and ability to read, write and speak English) -Positive team-work skills and attitudes Applicants must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising and improvising activities, writing activities, individual interview.
CUEFIN01B DEVELOP A BUDGET 30
CUEFOH07A PROCESS FINANCIAL TRANSACTIONS 50
CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE 60
CUEMAR02B UNDERTAKE MARKET RESEARCH 40
CUFPPO02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION 35
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 35
CUSGEN04B PARTICIPATE IN NEGOTIATIONS 35
VBP666 REHEARSE THE SHOW 100
VBP667 PERFORM THE SHOW 100
CUETEM07A TOUR THE PRODUCTION 140
CUFWRT02A WRITE THE SCRIPT 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUCVND10A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60
CUETEM08A REALISE PRODUCTIONS 250
CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
knowledge and skills required to undertake work as a graphic designer.

Careers: Graphic Artist, Graphic Designer and Web Design

Course Duration: 1 year

Selection Processes: VTAC

Course Structure To be eligible to receive the Advanced Diploma of Graphic Design, students must complete 6 core units and 3 elective units from course 21873VIC. Core Units of Study

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40

DIPLOMA OF GRAPHIC DESIGN (I)
Course Code: 21874VIC

Campus: St Albans, City Flinders.

About this course: The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Course Objectives: The Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic artist or graphic designer who works independently or within specialised organisations. The Diploma of Graphic Design will provide training in drawing, design skill areas, OHS, sustainable practices, management, marketing and working with others.

Careers: Graphic Artist, Graphic Designer.

Course Duration: 2 years

Selection Processes: Interview Portfolio

Course Structure To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units. Core Units of Study

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS 100
VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE 100
VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF 100
VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF 150
VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE 150

Elective Units of Study

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40

ADVANCED DIPLOMA OF GRAPHIC DESIGN (I)
Course Code: 21873VIC

Campus: City Flinders, Industry.

About this course: The Advanced Diploma of Graphic Design addresses specific knowledge and skills required to undertake work as a graphic designer. The qualification includes units of competency that address the creative and technical skills and knowledge required by industry. It also includes units that address business requirements and promotion, drawing skills and research and analysis. This course has employability skills explicitly embedded.

Course Objectives: The Advanced Diploma of Graphic Design addresses specific knowledge and skills required to undertake work as a graphic designer.

Careers: Graphic Artist, Graphic Designer and Web Design.

Course Duration: 1 year

Selection Processes: VTAC

Course Structure To be eligible to receive the Advanced Diploma of Graphic Design, students must complete 6 core units and 3 elective units from course 21873VIC. Core Units of Study

CUSGEN04B PARTICIPATE IN NEGOTIATIONS 35
VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS 100
VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE 100
VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF 100
VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF 150
VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE 150

Elective Units of Study

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40

DIPLOMA OF GRAPHIC DESIGN (I)
Course Code: 21874VIC

Campus: St Albans, City Flinders.

About this course: The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Course Objectives: The Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic artist or graphic designer who works independently or within specialised organisations. The Diploma of Graphic Design will provide training in drawing, design skill areas, OHS, sustainable practices, management, marketing and working with others.

Careers: Graphic Artist, Graphic Designer.

Course Duration: 2 years

Selection Processes: Interview Portfolio

Course Structure To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units. Core Units of Study

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS 100
VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE 100
VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF 100
VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF 150
VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE 150

Elective Units of Study

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40

DIPLOMA OF GRAPHIC DESIGN (I)
Course Code: 21874VIC

Campus: St Albans, City Flinders.

About this course: The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Course Objectives: The Diploma of Graphic Design addresses the specific knowledge and skills required to undertake work as a graphic artist or graphic designer who works independently or within specialised organisations. The Diploma of Graphic Design will provide training in drawing, design skill areas, OHS, sustainable practices, management, marketing and working with others.

Careers: Graphic Artist, Graphic Designer.

Course Duration: 2 years

Selection Processes: Interview Portfolio

Course Structure To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units. Core Units of Study

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS 100
VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE 100
VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF 100
VPAU094 INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF 150
VPAU095 CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE 150

Elective Units of Study

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSBDES701A RESEARCH AND APPLY DESIGN THEORY 40
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPAU013</td>
<td>APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN</td>
</tr>
<tr>
<td>VPAU249</td>
<td>PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF</td>
</tr>
<tr>
<td>VPAU054</td>
<td>PRODUCE A CONCEPT FROM A GIVEN BRIEF</td>
</tr>
<tr>
<td>VPAU056</td>
<td>CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK</td>
</tr>
<tr>
<td>VPAU015</td>
<td>PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE</td>
</tr>
<tr>
<td>VPAU010</td>
<td>ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES</td>
</tr>
<tr>
<td>CUFSAF01B</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
</tr>
<tr>
<td>CUSADM09A</td>
<td>ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS</td>
</tr>
<tr>
<td>BSBSBM403A</td>
<td>PROMOTE THE BUSINESS</td>
</tr>
<tr>
<td>VPAU014</td>
<td>MANAGE CREATIVE AND PROFESSIONAL SELF</td>
</tr>
<tr>
<td>VPAU058</td>
<td>PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY</td>
</tr>
<tr>
<td>VPAU050</td>
<td>PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF</td>
</tr>
<tr>
<td>VPAU051</td>
<td>CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF</td>
</tr>
<tr>
<td>VPAU053</td>
<td>PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION</td>
</tr>
<tr>
<td>VPAU055</td>
<td>PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE</td>
</tr>
<tr>
<td>VPAU057</td>
<td>CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUVCOR09A</td>
<td>SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE</td>
</tr>
<tr>
<td>CUVVSP11A</td>
<td>PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUVVSP46B</td>
<td>RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS</td>
</tr>
<tr>
<td>VPAU030</td>
<td>DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE THEMATICALLY CONNECTED</td>
</tr>
<tr>
<td>VPAU024</td>
<td>DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE THEMATICALLY CONNECTED</td>
</tr>
<tr>
<td>VPAU025</td>
<td>REALISE THEMATICALLY CONNECTED ARTWORK</td>
</tr>
<tr>
<td>VPAU014</td>
<td>MANAGE CREATIVE AND PROFESSIONAL SELF</td>
</tr>
<tr>
<td>CUVVSP45B</td>
<td>PRODUCE PRINTS</td>
</tr>
<tr>
<td>CUVVSP12A</td>
<td>PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>CUVVSP34B</td>
<td>APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES</td>
</tr>
<tr>
<td>VPAU026</td>
<td>DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE THEMATICALLY CONNECTED</td>
</tr>
<tr>
<td>VPAU027</td>
<td>REALISE THEMATICALLY CONNECTED ARTWORK</td>
</tr>
</tbody>
</table>

**Admission Requirements VET:** Not Applicable

**Selection Process:** Interview Portfolio

**Course Structure:** To be eligible to receive the Diploma of Visual Art, participants must successfully complete 22 units consisting of: 9 Core Units, 5 Units from the Painting stream specialisation and additional Units from the Elective Units. Core Units of Study

VPAU010 | ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES | 15
VPAU011 | APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE | 100
VPAU012 | USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS | 100
CUSADM09A | ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS | 50
BSBSBM403A | PROMOTE THE BUSINESS | 50

**Elective Units of Study**

CUVCOR04A | ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE | 60

**DIPLOMA OF VISUAL ART (I)**

**Course Code:** 21885VIC

**Campus:** St Albans, City Flinders

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

**Course Objectives:** The 21885VIC Diploma of Visual Art will provide training in drawing, specialised creative and skill areas, OHS, sustainable practices, management, marketing and working with others.

**Careers:** Visual Artist. Further education opportunities.

**Course Duration:** 2 years

**Admission Requirements Year 12:** To qualify for entry to the course, applicants must have successfully completed an approved course of study at Year 12 level or equivalent

**Admission Requirements International:** IELTS 5.5

**Admission Requirements Mature Age:** To qualify for entry to the course, applicants must have successfully completed an approved course of study at Year 12 level or equivalent
CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

Course Code: CUF20107

Campus: Other, VETiS.

Course Objectives: This qualification reflects the role of individuals who perform a range of mainly routine tasks in the creative industry sectors, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is, in essence, a preparatory qualification that can be used as a pathway into CUF30107 Certificate III in Media.

Careers: This qualification allows learners to develop skills and knowledge to prepare for work, but there are few specific employment outcomes at this level. Possible job titles relevant to this qualification include: Community Radio Production Assistant, Community Television Production Assistant.

Course Duration: 1 year

Admission Requirements Year 12: Not Applicable

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Not Applicable


Selection Processes: Employer Choice

Course Structure: Completion of eight units of competence to be eligible for the award of Certificate II in Creative Industries (Media): four core units of study plus 2 specialist units of study (to be selected from the units listed in model qualification structure) plus 2 elective units of study (to be selected from the units listed in model qualification structure).

Core Units of Study

- BSBCRT101A  APPLY CRITICAL THINKING TECHNIQUES 20
- CUFIND201A  DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE 20
- BSBHOS201A  PARTICIPATE IN OHS PROCESSES 20
- BSBWOR203A  WORK EFFECTIVELY WITH OTHERS 15

Specialist: Camera/cinematography

- CUFCAM201A  ASSIST WITH A BASIC CAMERA SHOOT 30

Specialist: Digital content and imaging

- CUFDIG201A  MAINTAIN INTERACTIVE CONTENT 30
- CULLB307C  USE MULTIMEDIA 30
- ICPMM296A  CREATE AND TEST A CD-ROM/DVD 20

Specialist: On-air presentation

- CUFANM303A  CREATE 3D DIGITAL MODELS 75

Elective Units of Study

- BSBCRT301A  DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
- BSBDES201A  FOLLOW A DESIGN PROCESS 40
- BSBDES202A  EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT 30
- ICAU2006B  OPERATE COMPUTING PACKAGES 60
- BSBWOR202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
- CUFANM303A  CREATE 3D DIGITAL MODELS 75

CERTIFICATE II IN MULTIMEDIA

Course Code: CUF20601

Campus: Footscray Nicholson.

This course is for Continuing students only.

About this course: A qualification for multimedia industry assistants who perform basic duties such as assisting in updating a web page, assisting with a project, assisting with animation, capturing and manipulating images, and assisting with production.

Course Objectives: This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as: Careers: Further Education opportunities - TAFE and Higher Education.

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: This course is offered as a VET in Schools program auspiced by Victoria University. To attain a Certificate II in Multimedia, 9 units must be achieved:

- 2 Core Units of Study from Group A, plus
- 7 specialist units from Group B, plus

Group A Core Units of Study

- CUFGEN01A  DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
- CUFSAF01A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15

Group B Specialist Units

- ICPMM63BA  ACCESS THE INTERNET 20
- CUSSRAD01A  COLLECT AND ORGANISE INFORMATION 15
- ICPMM41CA  INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS 20
- CUFEM13A  INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO 25
- ICPMM44CA  INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS 40
- ICAMIT004B  OPERATE COMPUTING PACKAGES 60
- CUFIMA01A  PRODUCE AND MANIPULATE DIGITAL IMAGES 20
- CUFCAM01A  SET UP AND OPERATE A BASIC VIDEO CAMERA 50
- CUFCMEM12A  UPDATE WEB PAGES 30
- CUFEMEM01A  USE AN AUTHORIZING TOOL TO CREATE AN INTERACTIVE SEQUENCE 40
CERTIFICATE III IN MEDIA
Course Code: CUF30107

Campus: St Albans, Other, VETIS - Apsiced to Secondary Schools and an campus,

Course Objectives: This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Archival media technician, Camera/lighting assistant, Community radio program maker/presenter, Editing assistant, Interactive media author assistant, Production assistant.

Course Duration: 2 years

Admission Requirements Year 12:

Admission Requirements International:.

Admission Requirements Mature Age:.

Admission Requirements VET:

Selection Processes:

Course Structure To obtain the Certificate III in Media Students must successfully complete a minimum of 10 core units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below. CUF30107 Year 1 - Units 1-2 core units BSBCRT301A Develop and extend critical and creative thinking skills CUFIND301A Work effectively in the screen and media industries BSBWOR203A Work effectively with others CUFANM303A Create 3D digital models CUF30107 Year 2 - Units 3-4 core units CUFANM301A Create 2D digital animations CUFANM303A Create 3D digital models CUF20107 Year 1 - Units 1-2 Core units BSBCRT101A Apply critical thinking techniques CUFANM303A Create 3D digital models CUF20107 Year 2 - Units 3-4 Core units CUFANM303A Create 3D digital models CUF30107 Year 3 - Units 1-2 Core units CUFANM301A Create 2D digital animations CUFANM303A Create 3D digital models

Elective Units of Study

Specialist Units of Study

CERTIFICATE IV IN SCREEN AND MEDIA
Course Code: CUF40107

Campus: St Albans, City Flinders, Industry.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the film, television, radio and digital media industries. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Animator, Archival Media Specialist, Camera/Lighting Operator, Digital Artist, Production Coordinator, Radio Producer/Presenter and Television Producer.

Course Duration: 1 year

Admission Requirements Year 12: Successfully completed VCE

Admission Requirements Mature Age: Written application; portfolio or an interview may be required.

Selection Processes:

Course Structure To obtain the Certificate IV in Screen and Media, students must successfully complete a total number of 13 units including 3 core units and 10 electives. 8 electives units must be selected from the list from list provided under the qualification structure in the CUF07 Screen and Media Training Package. The remaining 2 elective units may be selected from the elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package approved by the School of Creative Industries. If not listed below, a maximum of 1 unit may be selected from a Certificate IV level qualification and 1 unit from a Diploma level qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level upon approval from School of Creative Industries. Core Units

Care Units of Study

Core Units of Study

Specialist Units of Study

SCHOOL OF CREATIVE INDUSTRIES
FACULTY OF WORKFORCE DEVELOPMENT

Elective Units
CUFANM402A CREATE DIGITAL VISUAL EFFECTS 70
CUFANM301A CREATE 2D DIGITAL ANIMATIONS 35
CUFANM303A CREATE 3D DIGITAL MODELS 75
CUFANM401A PREPARE 3D DIGITAL MODELS FOR PRODUCTION 50
CUFANM302A CREATE 3D DIGITAL ANIMATIONS 75
CUFSOU204A PERFORM BASIC SOUND EDITING 30
CUFANM303A SHOOT MATERIAL FOR SCREEN PRODUCTIONS 60
CUFPPM401A MANAGE MEDIA ASSETS 40
CUFPPM404A CREATE STORYBOARDS 40
CUFWRT302A WRITE SIMPLE STORIES 30
CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA 40
CUFANM301A CREATE 2D DIGITAL ANIMATIONS 35
CUFSOU204A PERFORM BASIC SOUND EDITING 30
CUFANM401A AUTHOR INTERACTIVE MEDIA 50
CUFANM404A APPLY SCRIPTING LANGUAGE IN AUTHORING 60
BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS 40
CUFANM303A PRODUCE AND PREPARE PHOTO IMAGES 20
CUFRES401A CONDUCT RESEARCH 30

CERTIFICATE IV IN INTERACTIVE DIGITAL MEDIA
Course Code: CUF40207
Campus: St Albans, City Flinders, Industry.

About this course: In this course you will explore techniques through 2D and 3D digital effects together with interaction and web design. The course is designed with a focus to develop multi-skilled students with the acquired skills on the concept of creation and development of games, film and media projects.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the digital content industry. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Careers: Possible job titles relevant to this qualification include: Animator; Digital artist; Interactive media author; Media asset producer; Web designer.

Course Duration: 1 year
Admission Requirements Year 12: Successfully completed VCE
Admission Requirements International: IELTS level 5.5
Admission Requirements Mature Age: Written application; portfolio or an interview may be required.
Selection Processes: Direct Entry Interview Portfolio VTAC
Course Structure: Students must successfully complete a total number of 13 units: 3 core units, 5 specialised units plus 5 electives. 3 elective units must be selected from the elective units listed in the qualification. The remaining 2 elective units may be selected from the specialist and elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package approved by the School of Creative Industries. If not listed in the CUF07 Screen and Media Training Package, a maximum of 1 unit may be selected from a Certificate IV level qualification and 1 unit from a Diploma level qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Core Units
BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
CUFIN0301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES 20
CUSBOK301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES 10
Specialised Units
CUFIDG301A PREPARE VIDEO ASSETS 30
CUFANM302A CREATE 3D DIGITAL ANIMATIONS 75

BSCERT402A COLLABORATE IN A CREATIVE PROCESS 40
BSBCMA401A MAKE A PRESENTATION 30
Elective Unit
BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS 80
BSBWR501A WRITE PERSUASIVE COPY 50
BSBDSS501A IMPLEMENT DESIGN SOLUTIONS 60

DIPLOMA OF SCREEN AND MEDIA (I)
Course Code: CUF50107
Campus: St Albans, City Flinders, Industry, On-line.

About this course: Participants gaining this qualification develop the skills to design interactive games, animation and web technologies for the games, film and media industries. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: Students will gain a sound theoretical knowledge base and will gain specialised, technical or managerial skills to be able to plan, carry out and evaluate the work of self and/or teams in the film, television, radio and digital media industries. Streams allow students to specialise as a producer, production manager, animation or visual effects designer, presenter, or director of photography.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Animation/Visual Effects Designer, Editor, Director of Photography, Producer, Producer/Presenter and Production Manager.

Course Duration: 1 year
Admission Requirements Other: Written application
Selection Processes: Direct Entry Interview Portfolio VTAC Written Application
Course Structure: Total number of units = 15 5 core units plus 10 elective units 8 elective units must be selected from the list below with no more than 2 units each being selected from either the International trade or Marketing fields. The remaining 2 elective units may be selected from the elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 1 unit may be selected from a Diploma level qualification and 1 unit from an Advanced 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
BSBOHS509A ENSURE A SAFE WORKPLACE 60
BSBPMG510A MANAGE PROJECTS 60
BSBREL401A ESTABLISH NETWORKS 35
BSBPMG510A MANAGE PROJECTS 60
BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
BSBCMA401A MAKE A PRESENTATION 30
Elective Unit
BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS 80
BSBWR501A WRITE PERSUASIVE COPY 50
BSBDSS501A IMPLEMENT DESIGN SOLUTIONS 60
DIPLOMA OF INTERACTIVE DIGITAL MEDIA (I)

Course Code: CUF50207

Campus: St Albans, City Flinders, Industry, On-line.

About this course: This qualification gives students skills in interactive media production, web design and development, 2D design and digital video. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: Students will gain specialised, technical or managerial skills to be able to plan, carry out and evaluate the work of self and/or teams in the games, film, television and digital media industries. Students will learn all aspects of games and digital media production including special effects design, interface design, level design and programming.


Course Duration: 1 year

Admission Requirements: Written application and portfolio presentation

Selection Processes: Direct Entry Interview Portfolio VTAC Written Application

Course Structure: Total number of units = 16 (5 core units plus 6 specialist units plus 5 elective units). 3 elective units must be selected from the specialist and elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package. Units must be selected from the specialist and elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package. 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

BSBOHS509A ENSURE A SAFE WORKPLACE 60
BSBPIM510A MANAGE PROJECTS 60
BSREI401A ESTABLISH NETWORKS 35
BSBCTRT402A COLLABORATE IN A CREATIVE PROCESS 40
BSBCMM401A MAKE A PRESENTATION 30

Specialised Electives

CUFDIG503A DESIGN ELEARNING RESOURCES 40
CUFDIG504A DESIGN GAMES 30
CUFDIG506A DESIGN INTERACTION 40
CUFDIG507A DESIGN DIGITAL SIMULATIONS 50
CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS 80
CUFCMPS501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS 20
CUFANM501A CREATE 3D DIGITAL CHARACTER ANIMATION 50
CUFANM502A CREATE 3D DIGITAL ENVIRONMENTS 30

Electives

BSBDES501A IMPLEMENT DESIGN SOLUTIONS 60
CUSSOU16A DEVELOP SOUND DESIGN 50
BSBINNS502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT 50

ADVANCED DIPLOMA OF SCREEN AND MEDIA (I)

Course Code: CUF60107

Campus: St Albans, City Flinders, Industry, On-line.

About this course: Participants gaining this qualification develop the skills to design interactive games, animation and web technologies for the games, film and media industries. Adaptability and the importance of design principles underpin our approach. We focus on encouraging students to try out new ideas and to produce innovative and exciting projects.

Course Objectives: The Advanced Diploma of Screen and Media gives students the highly specialised technical, creative and conceptual skills needed to integrate media and manage digital technology across industry sectors. Students produce digital media and games product while learning how to develop and manage creative concepts to project completion. Adaptability and the importance of design principles underpin the training. Students are encouraged to try out new ideas and to produce innovative and exciting projects. Students develop skills in game design and development, digital video production, web design and development, 2D design, interactive media, 3D animation and electronic art.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Executive Producer Games Developer Producer/ Director/Screen Writer Interaction Designer

Course Duration: 1.5 years

Admission Requirements: Written application and portfolio

Selection Processes: Direct Entry Interview Portfolio VTAC Written Application

Prerequisite Unit Requirements: Students would normally progress from Diploma of Screen and Media CUF50107 or Diploma of Interactive Media CUF50207 to the Advanced Diploma level.

Course Structure: To commence the course at Advanced Diploma level, students must articulate from the Diploma of Screen and Media or Diploma of Interactive Media or must be assessed by the School as capable of successfully completing the course. Advanced Diploma qualification structure. Total number of units = 16 (5 core units plus 14 elective units). 12 elective units must be selected from the list below, with no more than 3 units from the marketing field. The remaining 2 elective units may be selected from the specialist and elective units listed; the CUF07 Screen and Media Training Package or any other currently endorsed national Training Package. Units must be selected from an Advanced Diploma level qualification. Advanced Diploma

Core Units

BSBCTRT501A ORIGINATE AND DEVELOP CONCEPTS 30
BSBCTRT601A RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY 65

Elective Units

BSBOHS509A ENSURE A SAFE WORKPLACE 60
BSBPIM510A MANAGE PROJECTS 60
CUFDIG502A DESIGN WEB ENVIRONMENTS 50
CUFDIG503A DESIGN ELEARNING RESOURCES 40
CUFDIG504A DESIGN GAMES 30
CUFDIG505A DESIGN INFORMATION ARCHITECTURE 70
CUFDIG506A DESIGN INTERACTION 40
CUFDIG507A DESIGN DIGITAL SIMULATIONS 50

SCHOOL OF CREATIVE INDUSTRIES
FACULTY OF WORKFORCE DEVELOPMENT

CUFANMS053A  DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS  80
BSBWR501A  WRITE PERSUASIVE COPY  50
BSBDSS501A  IMPLEMENT DESIGN SOLUTIONS  60
CUSSOUI6A  DEVELOP SOUND DESIGN  50
CUFCMP501A  MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS  20
BSBCOM501B  IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS  20
TAADESS04B  DEVELOP AND EVALUATE E-LEARNING RESOURCES  40
BSBMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN  60
BSBN609A  DEVELOP A MARKETING PLAN  50
BSBINNS02A  BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT  50
BSBREL401A  ESTABLISH NETWORKS  35
BSBCINT402A  COLLABORATE IN A CREATIVE PROCESS  40
BSBCMM401A  MAKE A PRESENTATION  30
TAADESS03B  RESEARCH AND DESIGN E-LEARNING RESOURCES  40

Specialised Elective Units
CUSSOUI22A  IMPLEMENT SOUND DESIGN  50
CUFWRT501A  DEVELOP STORYLINES AND TREATMENTS  50
CUFANMS051A  CREATE 3D DIGITAL CHARACTER ANIMATION  50
CUFANMS052A  CREATE 3D DIGITAL ENVIRONMENTS  30

Refer to Diploma of Screen and Media CUF50107 / Diploma of Interactive Digital Media CUF50207 for course structures

CERTIFICATE III IN MUSIC
Course Code: CUS30101
Campus: Industry, Other, VETiS Only,
Course Objectives: To prepare and train students for a career or further education as a musician, sound engineer or artist manager in either freelance or organisational environments.
Careers: Solo or group musician, composer.
Course Duration: 2 years
Selection Processes: Interview
Course Structure: Students must complete 3 core units of study, in addition to: (A) Elective Units of Study minimum of seven units to be selected in consultation with the Program Manager from the following list. (B) Elective Units of Study A minimum of two units of which can be selected from elective units (a), or from the unit bank for Certificate III listed in the CUS01 Training Package or from another endorsed Industry Training Package at Certificate III in consultation with the Program Manager
Elective Units of Study
CUSMCP02A  COMPOSE A SIMPLE SONG OR TUNE  35
CUSMPF08A  CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE  35
CUSMCP03A  CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE  35
CUSMPP01A  DEVELOP AND PRACTICE IMPROVISATION  35
CUSMPP06A  EXTEND TECHNICAL SKILLS IN PERFORMANCE  20
CUSMGE12A  MAINTAIN SELF OR GROUP IN MUSIC  85

Specialised Elective Units
CUSMCP02A  COMpose a simple song or tune  35
CUSMPF06A  EXTEND TECHNICAL SKILLS IN PERFORMANCE  20
CUSMGE12A  MAINTAIN SELF OR GROUP IN MUSIC  85

CERTIFICATE IV IN MUSIC
Course Code: CUS40101
Campus: Footscray Nicholson.
Course Objectives: This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.
Careers: Performer, composer or arranger. Music technology, self-management, promotion and marketing.
Course Duration: 1 year
Selection Processes: VTAC
Course Structure: To attain the Certificate IV in Music achieve 14 units: all units in Group A plus at least seven units in Group B and four others. No more than three of the units selected from Group B should have counted previously towards the Certificate III in Music. Two of the other units should be drawn from Group B and/or the unit bank for Certificate IV. The remaining two units may be drawn from the unit bank for Certificate IV.
Group A Units
CUSADM08A  ADDRESS COPYRIGHT REQUIREMENTS  20
CUSBGE01A  DEVELOP AND UPDATE MUSIC INDUSTRY KNOWLEDGE  20
CUSAF02A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY  10

Group B Units
CUSMCP03A  CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE  35
CUSMPF03A  DEVELOP AND MAINTAIN STAGECRAFT SKILLS  70
CUSMPF10A  DEVELOP AND PRACTICE IMPROVISATION  35
CUSMPP09A  EVALUATE AND EXTEND PERFORMANCE TECHNIQUE  35
CUSMGE12A  MAINTAIN SELF OR GROUP IN MUSIC  85
SCHOOL OF CREATIVE INDUSTRIES

CERTIFICATE IV IN MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS40201
Course Objectives: The provides students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/national level.
Careers: Sound engineer or producer in the studio, live or theatre settings.
Course Duration: 1 year
Selection Processes: Interview
Course Structure To attain the Certificate IV in Music Industry (Technical Production) achieve 14 units; at least 5 units from Group A, 5 units in Group B and 4 others. Two of the four other units should be drawn from Groups A or B and or the unit bank for Certificate IV. The remaining two units maybe drawn from another endorsed industry training package at Certificate IV level. Group A units
CUSMGE10A  USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC 35
CUSMCP02A  COMPOSE A SIMPLE SONG OR TUNE 35
Group B units
CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CUSMGE03A  USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC 35
CUSSOU05A  INSTALL, ALIGN AND TEST SOUND EQUIPMENT 35
CUSSOU09A  MIX SOUND SOURCES 35
THHGLE12A  DEVELOP AND MANAGE MARKETING STRATEGIES 50
Elective Units
CUSGEN03A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35
CUSMGE10A  USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC 35
CUSSOU09A  MIX SOUND SOURCES 35
CUSSOU13A  SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT 35
CUSSOU08B  SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES 30
CUSSOU03C  OPERATE PROFESSIONAL AUDIO EQUIPMENT 100

DIPLOMA OF MUSIC
Course Code: CUS50101
Campus: Footscray Nicholson.
Course Objectives: The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.
Careers: Performer, composer or arranger.
Course Duration: 1 year
Selection Processes: VTAC
Course Structure This course is one year full-time or part-time equivalent. This course is offered on a full-time basis over 855 hours or part-time equivalent. Core Units of Study
CUSADM08A  ADDRESS COPYRIGHT REQUIREMENTS 20
CUSSAF02A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY 10
BSZ404A  TRAIN SMALL GROUPS 30
CUSMGE07A  ANALYSE HARMONY 100
CUSMGE04A  ANALYSE MUSIC 70
CUEEVT2A  TOUR THE SHOW 140
CUSMCP06A  COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA 35
CUSMCP04A  COMPOSE SONGS OR TUNES IN A RANGE OF STYLES 35
CUSBGE11A  PLAN A CAREER IN MUSIC 35
CUSMPF17A  DEVELOP TECHNICAL SKILLS AND EXPAND REPertoire 85
CUSMPF14A  PERFORM ACCOMPANIMENT 35
CUSMPF16A  PERFORM IMPROVISATION FOR AUDIENCE 35
CUSBM14A  MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 35
CUSMPF05A  REHEARSE MUSIC FOR PERFORMANCE 85
CUSSOU17A  DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING 100
CUSSOU24A  EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 85
DIPLOMA OF MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS50201
Campus: Sunbury.

About this course: This course equips students with a wide range of skills necessary for successful participation in the music industry including live sound, studio engineering, audio post-production, multimedia, the Internet, music analysis, small business management and working in teams.

Course Objectives: This provides students with a wide range of skills necessary for successful participation in the music industry, including live sound, studio engineering, audio post-production, multimedia, the Internet, music analysis, small business management and working in teams.

Careers: Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.

Course Duration: 1 year

Admission Requirements Other: Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Apply through VTAC. Applicants without formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant’s prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Processes: Interview

Course Structure: The course is one year full-time (over 855 nominal hours) or part-time equivalent. This course is offered on a full-time basis or part-time. Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEOH51A</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.</td>
<td>10</td>
</tr>
<tr>
<td>CUSBGE17A</td>
<td>MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE</td>
<td>85</td>
</tr>
<tr>
<td>CUSMGE13A</td>
<td>APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT</td>
<td>85</td>
</tr>
<tr>
<td>CUSSOU15A</td>
<td>CREATE A FINAL SOUND BALANCE</td>
<td>85</td>
</tr>
<tr>
<td>CUSSOU16A</td>
<td>DEVELOP SOUND DESIGN</td>
<td>50</td>
</tr>
<tr>
<td>CUSSOU17A</td>
<td>DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING</td>
<td>100</td>
</tr>
<tr>
<td>CUESO04A</td>
<td>MIX SOUND</td>
<td>140</td>
</tr>
<tr>
<td>CUFME020A</td>
<td>AUTHOR A MULTIMEDIA PRODUCT</td>
<td>50</td>
</tr>
<tr>
<td>CUSSOU22A</td>
<td>IMPLEMENT SOUND DESIGN</td>
<td>50</td>
</tr>
<tr>
<td>CUFED08A</td>
<td>EDIT DIALOGUE AND SOUND</td>
<td>50</td>
</tr>
<tr>
<td>CUSADN02A</td>
<td>CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES</td>
<td>35</td>
</tr>
<tr>
<td>CUSBGE11A</td>
<td>PLAN A CAREER IN MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSBGE17A</td>
<td>MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE</td>
<td>85</td>
</tr>
<tr>
<td>IPCCM444A</td>
<td>INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS</td>
<td>40</td>
</tr>
</tbody>
</table>

Careers: Develops the technical, compositional and performance skills of the contemporary artist including music analysis, performance craft, improvisation, technology, touring and self-promotion skills to a high standard and to meet requirements of entry into university and the workplace.

Course Duration: 2 years

Admission Requirements Other: Interview and Audition

Selection Processes: Direct Entry Interview VTAC

Course Structure: To attain the Advanced Diploma of Music, a total of 15 units must be successfully achieved. Two Core Units of Study, plus 13 Elective Units. Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSADM08A</td>
<td>ADDRESS COPYRIGHT REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>CUSSAF02A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSBGE17A</td>
<td>MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE</td>
<td>85</td>
</tr>
<tr>
<td>CUSMCP02A</td>
<td>COMPOSE A SIMPLE SONG OR TUNE</td>
<td>35</td>
</tr>
<tr>
<td>CUSMGE03A</td>
<td>USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSMGE10A</td>
<td>USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSMGE12A</td>
<td>MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS</td>
<td>85</td>
</tr>
<tr>
<td>CUSMPF03A</td>
<td>DEVELOP AND MAINTAIN STAGECRAFT SKILLS</td>
<td>70</td>
</tr>
<tr>
<td>CUSMPF05A</td>
<td>REHEARSE MUSIC FOR PERFORMANCE</td>
<td>85</td>
</tr>
<tr>
<td>CUSMPF09A</td>
<td>EVALUATE AND EXTEND PERFORMANCE TECHNIQUE</td>
<td>35</td>
</tr>
<tr>
<td>CUSMPF10A</td>
<td>DEVELOP AND PRACTICE IMPROVISATION</td>
<td>35</td>
</tr>
<tr>
<td>CUSMPF11A</td>
<td>PERFORM MUSIC AS PART OF A GROUP</td>
<td>70</td>
</tr>
<tr>
<td>CUSSOU05A</td>
<td>INSTALL, ALIGN AND TEST SOUND EQUIPMENT</td>
<td>35</td>
</tr>
<tr>
<td>CUSSOU09A</td>
<td>MIX SOUND SOURCES</td>
<td>35</td>
</tr>
<tr>
<td>CUSSOU24A</td>
<td>EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS</td>
<td>85</td>
</tr>
<tr>
<td>THHGLE12A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>50</td>
</tr>
<tr>
<td>CUSLRN02A</td>
<td>PROVIDE INSTRUMENTAL/VOCAL TUITION</td>
<td>35</td>
</tr>
<tr>
<td>CUSMCP05A</td>
<td>CREATE ORIGINAL MUSIC</td>
<td>50</td>
</tr>
<tr>
<td>CUSMCP06A</td>
<td>COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA</td>
<td>35</td>
</tr>
<tr>
<td>CUSMCP10A</td>
<td>INTERPRET, CONFIRM AND CREATE MUSIC FOR A BRIEF</td>
<td>35</td>
</tr>
<tr>
<td>CUSMGE02A</td>
<td>DEVELOP SELF AS ARTIST</td>
<td>70</td>
</tr>
<tr>
<td>CUSMGE07A</td>
<td>ANALYSE HARMONY</td>
<td>100</td>
</tr>
<tr>
<td>CUSMGE13A</td>
<td>APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT</td>
<td>85</td>
</tr>
<tr>
<td>CUSMGE14A</td>
<td>READ MUSIC FOR PERFORMANCE AND ANALYSIS</td>
<td>70</td>
</tr>
<tr>
<td>CUSMPF13A</td>
<td>PLAN AND PREPARE A PROGRAM FOR PERFORMANCE</td>
<td>70</td>
</tr>
<tr>
<td>CUSMPF16A</td>
<td>PERFORM IMPROVISATION FOR AUDIENCE</td>
<td>35</td>
</tr>
<tr>
<td>CUSMPF18A</td>
<td>REFINE PERFORMANCE TECHNIQUE AND EXPAND</td>
<td>70</td>
</tr>
<tr>
<td>CUSMCP19A</td>
<td>USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE</td>
<td>35</td>
</tr>
<tr>
<td>CUSMPF20A</td>
<td>PLAN, PREPARE AND PRESENT A RECITAL PERFORMANCE</td>
<td>70</td>
</tr>
<tr>
<td>CUSRAD02A</td>
<td>CONDUCT RESEARCH</td>
<td>35</td>
</tr>
<tr>
<td>CUSSOU17A</td>
<td>DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING</td>
<td>100</td>
</tr>
</tbody>
</table>

ADVANCED DIPLOMA OF MUSIC
Course Code: CUS60101

About this course: This is a contemporary popular music/jazz performance course. It also covers specific music knowledge and theoretical with a strong practical base.

Course Objectives: This qualification provides individuals with a broad range of competencies in the field of music performance.
ADVANCED DIPLOMA OF MUSIC INDUSTRY
Course Code: CUS60201

About this course: This course will provide skills and knowledge to work as a sound track producer in the technical production sector of the industry.

Course Objectives: This qualification provides individuals with a broad range of competencies in the field of audio production for the music industry.

Careers: Audio production within music industry including; studio, live sound, theatre, radio, TV and post production context.

Course Duration: 2 years

Selection Processes: Direct Entry Interview VTAC

Course Structure: To attain the Advanced Diploma in Music Industry (Technical production) achieve 15 units: all of the units in Group A, at least seven units in Group B and six others. No more than three of the units selected from Group B should have counted previously towards the Diploma in Music Industry (technical production). Three of the other units should be drawn from Group B or the unit bank for Advanced Diploma. The remaining three units may be drawn from the unit bank for Advanced Diploma or another endorsed industry training package at Advanced Diploma level.

Group A Core Units
CUEOHS2A  ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE  30
CUSBG17A  MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE  85

Group B Units:
CUESO16A  DESIGN SOUND SYSTEMS  200
CUSMGE13A  APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT  85
CUSSO14A  CREATE A FINAL SOUND BALANCE  85
CUSSO19A  MANAGE PRODUCTION FOR SOUND RECORDING  35
CUSSO21A  DIRECT A FINAL AUDIO MASTER  50
CUSSO22A  IMPLEMENT SOUND DESIGN  50
CUEMAR2A  UNDERTAKE MARKET RESEARCH  40
CUSSO14C  MIX LIVE AUDIO  140

Group C - Certificate IV in Music CUS40201
CUSSO24A  EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS  85
CUSMGE10A  USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC  35
CUSO14B  SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES  30
CUSSO11A  OPERATE SOUND MIXING CONSOLE  70
CUSSO14A  MIX SOUND SOURCES  35
CUEOHS1A  IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.  10
CUSSO15A  INSTALL, ALIGN AND TEST SOUND EQUIPMENT  35
CUSSO16A  SPECIFY SOUND SYSTEMS  35
CUSSO13A  SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT  35
CUSO14A  REPAIR AND MAINTAIN SOUND EQUIPMENT  40
CUSADM03A  MANAGE A PROJECT  50
THHGLE16A  MANAGE PHYSICAL ASSETS  40

CUGENO3A  COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT  35
CUSADM03A  ADDRESS COPYRIGHT REQUIREMENTS  20
CUSO10C  OPERATE PROFESSIONAL AUDIO EQUIPMENT  100
CUETEM3A  ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS  30
CUSGEO1A  SUPERVISE TECHNICAL OPERATIONS  35

CERTIFICATE III IN VISUAL ARTS AND CONTEMPORARY CRAFT
Course Code: CUV30103
Campus: Footscray Nicholson.

About this course: A residency program for practising dance and theatre artists.

Course Objectives: This course is for artists and performers who have existing intermediate physical performance skills. It provides the opportunity to conceive, develop and perform a solo performance work in a collaborative artistic environment.

Careers: Independent Arts Enterprise, Performance Artist, Artistic Director.

Course Duration: 0.5 years

Admission Requirements Other: You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated artists who have: -Intermediate performance experience-Developed a level of physical fitness suited to further training in physical theatre and/or dance-Good communication skills (and ability to read, write and speak English) -Positive interpersonal skills and attitudes-Performers seeking to enter this course should have developed a basic concept for a solo work (this concept can change during the course). You must attend a performance workshop/audition day that includes: Group warm-up and physical activities, devising & improvising activities, Writing activities, Individual interview (applicants must present an outline for their solo work)

Selection Procedures: Applicants must attend an audition/interview and a portfolio presentation.

Selection Processes: Interview Portfolio

Course Structure: The course is one semester (22 weeks) full-time... Flexible delivery. Core Units of Study
CUVCOR03A  DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK  50
CUSAF01B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  15
CUVCOR08A  PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT  60
CUVCOR12A  REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE  50

Elective Units of Study
Complete 10 other units

At least 1 unit must be selected from the following areas of the Visual Arts Craft and Design Training Package: - Calligraphy
- Ceramics
- Digital art
- Drawing
- Glass
- Jewellery
- Painting
- Prints
- Sculpture
- Textiles/fibre
- Video art
- Wood
- Photoimaging

In addition at least 1 unit must be selected from the following areas of the Visual Arts Craft and Design Training Package: - Professional Practice
- Design
- Research and Innovation

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

NB: This course is offered in the first semester of each year.

CERTIFICATE IV IN VISUAL ARTS & CONTEMPORARY CRAFT
Course Code: CUV40103
Campus: Footscray Nicholson.

About this course: A residency program for practising dance and theatre artists.

Course Objectives: To provide performance artists with existing physical performance skills the opportunity to develop and create new works for the independent performance industry.


Course Duration: 0.5 years

Selection Processes: Portfolio

Course Structure 30 weeks full time. Full-time; Part-time; Flexible Delivery

Core Units of Study
CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE 60
CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUVCOR09A SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT 80
CUVCOR13A RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE 70

Elective Units of Study
Complete 14 other units

At least 2 units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Digital Art; Public art; Drawing; Installation; Performance Art; Painting; Prints; Sculpture; Textiles/fibre; Video art; Wood; Design; Photo Imaging

In addition, at least 2 units must be selected from one or more of the following areas of the Visual Arts Craft and Design Training Package: Professional practice; Small business; Research and innovation

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

Below are subject details for courses offered by the School of Creative Industries in 2011. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBCRT101A  APPLY CRITICAL THINKING TECHNIQUES

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills.

Nominal Hours: 20

Required Reading: -

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of a candidate blog exploring different ideas and questions - review of candidate response to scenarios that allow the candidate to apply critical thinking techniques to a particular life or work situation, and to demonstrate ability to portray curiosity and exploration of new concepts - evaluation of candidate response to the challenge of adopting different perspectives on a situation, and ability to both develop and respond to questions from those perspectives - observation of the candidate participating in a group problem-solving session - oral or written questioning to assess knowledge of typical blockages to the critical thinking process.

BSBCRT301A  DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS

Locations: City King St, St Albans, City Flinders, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.

Nominal Hours: 40

Required Reading: CUF50407 Diploma of Specialist Make-up Services: School of Personal Services text. Develop and extend critical and creative thinking skills School of Personal Services. (2009). Melbourne: VU

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation - evaluation of ideas generated by the candidate - evaluation of a presentation made by the candidate - evaluation of a (non-computerised) game developed by the candidate - oral or written questioning. CUF50407 Diploma of Specialist Make-up Services: Integrated Assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

BSBCRT401A  ARTICULATE, PRESENT AND DEBATE IDEAS

Locations: St Albans, City Flinders.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to articulate, present and debate ideas. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: No Required Reading

Assessment: Assessment will include assignments, classwork, tests, projects, case studies and/or presentations.

BSBCRT402A  COLLABORATE IN A CREATIVE PROCESS

Locations: City King St, St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to collaborate in a creative process.

Nominal Hours: 40


Assessment: Integrated assessment involving a team of people in the collaborative, creative process where the student must demonstrate competency with a positive and full participation that generates, expands and develops ideas into a well conceived solution whilst contributing creative thinking skills through communication and the understanding of the ethical framework in which any type of creative endeavour operates. CUF50207 & CUF60107 Graded Assessment Assessment integrated through project concepts, documentation and presentations.

BSBCRT501A  ORIGINATE AND DEVELOP CONCEPTS

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.

Nominal Hours: 30


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. CUF60107 Advanced Diploma of Interactive Media Graded Assessment CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

BSBCRT601A  RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY

Locations: St Albans, City Flinders, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake research into different concepts and theories of creativity, and to apply those to a particular field of endeavour. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 65

Required Reading: Reading material provided and published on Creative Industries website

BSBDES201A  FOLLOW A DESIGN PROCESS

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level.

Nominal Hours: 40
BSBDES502A  EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context.

Nominal Hours: 30

Required Reading: -

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate participating in collaborative processes - evaluation of documentation maintained by the candidate to support different ideas - evaluation of a presentation made by the candidate outlining proposed solutions and processes used to develop these solutions - oral or written questioning to assess knowledge of parameters and context for work in a given industry context.

BSBDES302A  EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2-dimensional (2D) forms.

Nominal Hours: 50

Required Reading: No Required Reading

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - oral or written questioning to assess knowledge of the nature, history, role and importance of design in a specific industry context.

BSBDES701A  RESEARCH AND APPLY DESIGN THEORY

Locations: St Albans, City Flinders, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to research and apply different theories of design. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: History of modern Design David Rasmin

Assessment:

BSBINN502A  BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create an environment that enables and supports the application of innovative practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No text required

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. 22051VIC Diploma of Business (Public Relations) - Competency Based Assessment methods will include: project work and case studies.

BSBMED303A  MAINTAIN PATIENT RECORDS

Descriptions: This unit specifies the outcomes required to maintain patient records within an existing medical records management system, under supervision.

Nominal Hours: 20

Required Reading: -

Assessment:

BSBOHS201A  PARTICIPATE IN OHS PROCESSES

Locations: Footscray Nicholson, St Albans, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 21956VIC Cert II in Small Bus (Ops/Innovation) : Assessments required include assignments, classwork, presentation.

CPCCPD3010A  APPLY PROTECTIVE PAINT COATING SYSTEMS

Locations: Sunshine.

Descriptions: This unit of competency specifies the outcomes required to apply specialised paint coating systems as a protective measure against atmospheric conditions, sanitation and hygiene risks and the impacts of high traffic areas. The unit includes planning and preparation for the work, preparation of the work area and materials, application of the coating system and completion of clean-up activities.

Nominal Hours: 30

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

**CUEAUD03B OPERATE VISION SYSTEMS**

**Descriptions:** Participate in technical or creative run through; Prepare for vision system operation; Operate vision systems; Shut down and disassemble the equipment.

**Nominal Hours:** 80

**Required Reading:** -

**Assessment:** Project based and practical assessment

**CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES**

**Locations:** City Flinders.

**Descriptions:** Make preparations for simple vision system activities; Complete tasks using vision systems.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** Project based and practical assessment

**CUECOR01B MANAGE OWN WORK AND LEARNING**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** Manage own work and learning

**Nominal Hours:** 10

**Required Reading:** No required text

**Assessment:** Assessment includes projects, assignments, written and practical tests.

**CUECOR1A MANAGE OWN WORK AND LEARNING**

**Locations:** Other.

**Descriptions:** This unit describes the self-management skills needed to perform effectively in the workplace.

**Nominal Hours:** 10

**Required Reading:** None

**Assessment:** Written and practical assessment

**CUECOR1B MANAGE OWN WORK AND LEARNING**

**Locations:** City Flinders.

**Descriptions:** This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.

**Nominal Hours:** 10

**Required Reading:** -

**Assessment:** As per accredited curriculum

**CUECOR2A WORK WITH OTHERS**

**Locations:** Other.

**Descriptions:** Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.

**Nominal Hours:** 15

**Required Reading:** -

**Assessment:** Written and practical assessment

**CUECOS09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME**

**Descriptions:** Research information on costume; Link research to costume design and production needs; Update and maintain knowledge of costume trends.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** Project based and practical assessment

**CUEEVT2A TOUR THE SHOW**

**Locations:** City Flinders.

**Descriptions:** Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.

**Nominal Hours:** 140

**Required Reading:** -

**Assessment:** Project based, practical and written tasks

**CUEFIN01B DEVELOP A BUDGET**

**Locations:** City Flinders.

**Descriptions:** This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** As per accredited curriculum

**CUEFIN02B - Manage a budget**

**Locations:** City Flinders.

**Descriptions:** This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** As per accredited curriculum

**CUEFOH07A PROCESS FINANCIAL TRANSACTIONS**

**Descriptions:** Process payments and receipts; Reconcile takings.

**Nominal Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

**CUEIND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE**

**Locations:** City Flinders.

**Descriptions:** Source and apply information on the structure and operation of the entertainment industry; Source and apply industry employment obligations and
opportunities; Seek information on new technology; Seek opportunities to update industry knowledge.
Nominal Hours: 10
Required Reading: -
Assessment: Project based and practical assessment

CUEIND02A  RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE
Locations: City Flinders.
Descriptions: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.
Nominal Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUEGT03B  INSTALL AND OPERATE FOLLOW SPOTS
Locations: City Flinders.
Descriptions: Install follow spots; Participate in technical or creative run through; Prepare for follow spot operation; Operate follow spots; Shut down and disassemble equipment.
Nominal Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUEGT05B  RECORD AND OPERATE STANDARD LIGHTING CUES
Locations: City Flinders.
Descriptions: Record, modify and replay lighting cues; Carry out procedures prior to plotting or operating lighting cues; Plot and operate lighting cues; Carry out basic troubleshooting procedures; Carry out post-performance procedures.
Nominal Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUEGT09A  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES
Locations: City Flinders.
Descriptions: Make preparations for lighting set up; Complete tasks using lighting equipment.
Nominal Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUEMAR02B  UNDERTAKE MARKET RESEARCH
Descriptions: Plan market research; Conduct research; Analyse research findings.
Nominal Hours: 40
Required Reading: -
Assessment: Project based and practical assessment
CUESCE05A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART
Locations: City Flinders.
Descriptions: Make preparations for scenic art production; Complete tasks using scenic art tools, equipment and materials.
Nominal Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUESET05B  APPLY SET CONSTRUCTION TECHNIQUES
Locations: City Flinders.
Descriptions: This unit describes the skills and knowledge to apply basic carpentry skills to the construction of sets within industry. As such it focuses on the particular materials and techniques used to create simple set elements such as flats and treads. A person working under supervision would generally undertake this role. Skills working with hand and power tools would be required to complete this unit.
Nominal Hours: 65
Required Reading: -
Assessment: As per accredited curriculum

CUESET10A  CONSTRUCT MECHANICAL SETS
Descriptions: Assess requirements for mechanical sets; Select equipment and materials for mechanical sets; Construct mechanical sets.
Nominal Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUESET11A  DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS
Locations: City Flinders.
Descriptions: Interpret the set design from a construction perspective; Develop set construction plans and drawings.
Nominal Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUESMT05B  STAGE MANAGE THE PRODUCTION/EVENT
Descriptions: Oversee preparation of the production/event; Coordinate the stage setup; Run the production/event; Maintain working relations and communication with production and performance team; Finalise the performance/event.
Nominal Hours: 120
Required Reading: -
Assessment: Project based and practical assessment

CUESET10A  ORGANISE AND FACILITATE REHEARSALS
Locations: Footscray Nicholson, City Flinders, Industry.
Descriptions: Select and secure rehearsal venue; Coordinate physical elements for rehearsals; Create and distribute rehearsal documentation; Facilitate communication during rehearsal; Participate in rehearsals.
Nominal Hours: 120
Required Reading: -
Assessment: Assignments, practical exercises and tests.

CUESMT11A  CREATE, UPDATE AND USE PRODUCTION REFERENCE DOCUMENTS
Locations: Footscray Nicholson, City Flinders, Industry.
Descriptions: Determine requirements for production reference documents; Create and maintain production reference documents; Use production reference documents during rehearsals.
Nominal Hours: 100
Required Reading: No required text
Assessment: Assignments, practical exercises and tests.

CUESMT12A  ANALYSE PERFORMANCE OUTLINE/SCRIPT
Descriptions: Read and analyse performance outline/script; Determine specific production requirements from performance outline/script; Integrate key information into planning and pre-production.
Nominal Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUESOU03C  OPERATE PROFESSIONAL AUDIO EQUIPMENT
Descriptions: This unit describes the skills and knowledge to interpret audio production requirements, participate in technical run-throughs and ultimately operate audio equipment during any type of live performance/presentation. An audio technician would generally undertake this role.
Nominal Hours: 100
Required Reading: None
Assessment: Project based, written and practical assessment

CUESOU04C  MIX LIVE AUDIO
Descriptions: This unit describes the skills and knowledge required to mix audio for live performance. As such it builds on other units dealing with the set-up and operation of audio equipment. Skills in mixing audio are developed over an extended period. This unit defines a minimum standard for the mixing of live audio.
Nominal Hours: 140
Required Reading: No required text
Assessment: Series of formal and informal live sound practical assessments

CUESOU07A  APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES
Locations: City Flinders.
CUESOU07B  APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES

Locations: Other.

Descriptions: This unit describes the foundation skills and knowledge required to complete a range of general audio-related tasks in a live venue environment. It includes the need for an understanding of the role of the audio technician, overall audio system layouts and basic equipment recognition. Tasks would generally be completed under supervision.

Nominal Hours: 40

Required Reading: -

Assessment: Project based and practical assessment

CUESOU08B  SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES

Locations: Sunbury.

Descriptions: Select and manage microphone and other audio input sources.

Nominal Hours: 30

Required Reading: No text required

Assessment: Practical and written assignment

CUESOU09A  MANAGE AND COMPILE AUDIO REPLAY MATERIAL

Descriptions: Assess source materials; Assemble source materials; Duplicate and record materials; Test and play materials on cue.

Nominal Hours: 50

Required Reading: -

Assessment: Project based and practical assessment

CUESOU11A  SET UP AND OPERATE STAGE MONITOR SYSTEMS

Locations: Footscray Nicholson, Sunbury.

Descriptions: Set up and operate stage monitor systems.

Nominal Hours: 70

Required Reading: -

Assessment: Practical and project assessment

CUESOU11B  SET UP AND OPERATE STAGE MONITOR SYSTEMS


Descriptions: This unit describes the skills and knowledge needed to determine the requirements for a stage foldback system, and to set-up and operate that system for performers. This unit requires detailed knowledge of equipment and the specific issues that apply to the monitoring of foldback. As such it most commonly applies to musical performance.

Nominal Hours: 70

Required Reading: No required text

Assessment: Series of formal and informal practical assessments involving the correct setup and use of stage monitor (foldback) systems.

CUESOU1A  REPAIR AND MAINTAIN SOUND EQUIPMENT

Locations: City Flinders, Sunbury.

Descriptions: Repair sound equipment; Maintain sound equipment.

Nominal Hours: 40

Required Reading: -

Assessment: Project based, practical and written tasks

CUESOU4A  MIX SOUND

Locations: City Flinders.

Descriptions: Tune and balance sound equipment; Mix sound; Evaluate and modify technical aspects.

Nominal Hours: 140

Required Reading: -

Assessment: Project based, work placement, practical and written tasks

CUESOU6A  DESIGN SOUND SYSTEMS


Descriptions: Design sound systems.

Nominal Hours: 200

Required Reading: No required text.

Assessment: Various PA design projects covering a range of venue and system sizes and configurations.

CUESTA01B  INSTALL STAGING ELEMENTS

Descriptions: Prepare for installation of staging; Install staging elements; Check staging elements after installation.

Nominal Hours: 80
Required Reading: --
Assessment: Project based and practical assessment

**CUESTA05A  APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES**

Locations: City Flinders.
Descriptions: Prepare stage area; Lay up floor and position set pieces.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

**CUESTEM01B  CO-ORDINATE PRODUCTION OPERATIONS**

Descriptions: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.
Nominal Hours: 45
Required Reading: No required text
Assessment: Project based and practical assessment

**CUESTEM03B  ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES**

Locations: City Flinders.
Descriptions: Establish production requirements; Complete plans for realisation of production requirements; Source and cost resources; Manage construction for installation.
Nominal Hours: 45
Required Reading: -
Assessment: Project based and practical assessment

**CUESTEM03C  ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES**

Descriptions: Establish and manage production requirements and resources
Nominal Hours: 45
Required Reading: None required
Assessment: Assessment and practical demonstration of skills through the establishment and management of technical requirements for a production or event.

**CUESTEM07A  TOUR THE PRODUCTION**

Descriptions: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.
Nominal Hours: 140
Required Reading: -
Assessment: Project based and practical assessment

**CUESTEM08A  REALISE PRODUCTIONS**

Descriptions: Establish and plan for production requirements; Implement and monitor the pre-production phase; Collaborate with production colleagues; Implement and monitor production/event operation; Evaluate the production/event.
Nominal Hours: 250
Required Reading: No required text
Assessment: Projects, written and practical assessments.

**CUESTEM3A  ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS**

Locations: City Flinders, Sunbury.
Descriptions: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.
Nominal Hours: 45
Required Reading: None required
Assessment: Project based, practical and written tasks

**CUFADM01A  PREPARE A PROPOSAL**

Descriptions: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.
Nominal Hours: 50
Required Reading: No required text -
Assessment: Project based and practical assessment

**CUFAIR201A  DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO**

Locations: Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air.
Nominal Hours: 30
Required Reading: -
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate recording
or presenting program segments - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit - evaluation of recorded programs to determine candidate’s ability to read information in a natural way - third-party reports tracking candidate’s progress on developing presentation techniques.

**CUFANM301A  CREATE 2D DIGITAL ANIMATIONS**

**Locations:** St Albans, City Flinders, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create 2D digital animations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 75

**Required Reading:** No Required Reading

**Assessment:** The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

**CUFANM302A  CREATE 3D DIGITAL ANIMATIONS**

**Locations:** St Albans, City Flinders.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create simple 3D models and create 3D animations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 75

**Required Reading:** No Required Reading

**Assessment:** The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

**CUFANM303A  CREATE 3D DIGITAL MODELS**

**Locations:** St Albans, City Flinders, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.

**Nominal Hours:** 75

**Required Reading:** No Required Reading

**Assessment:** A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of 3D digital models created by the candidate in response to specifications - written or oral questioning to test knowledge of visual design principles, communication principles, animation techniques and responsibilities of different members of a project team.

**CUFANM402A  CREATE DIGITAL VISUAL EFFECTS**

**Locations:** St Albans, City Flinders, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create digital visual effects.

**Nominal Hours:** 70

**Required Reading:** No required text

**Assessment:** The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

**CUFANM501A  CREATE 3D DIGITAL CHARACTER ANIMATION**

**Locations:** St Albans, City Flinders, Industry, On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create 3D digital character animation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 50

**Required Reading:** None

**Assessment:** Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

**CUFANM502A  CREATE 3D DIGITAL ENVIRONMENTS**

**Locations:** St Albans, City Flinders, Industry, On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to create 3D digital environments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30

**Required Reading:** None

**Assessment:** Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

**CUFANM503A  DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS**

**Locations:** St Albans, City Flinders, Industry, On-line.

**Descriptions:** This unit describes the skills and knowledge required to design animation and digital visual effects for screen productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 80

**Required Reading:** None

**Assessment:** Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

**CUCAM201A  ASSIST WITH A BASIC CAMERA SHOOT**

**Locations:** Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to assist with setting up and shooting low end productions.

**Nominal Hours:** 30
CUFCAM301A  SHOOT MATERIAL FOR SCREEN PRODUCTIONS
Locations: St Albans, City Flinders, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to shoot screen material using a single camera unit.
Nominal Hours: 60
Required Reading: None required
Assessment: The following methods will be used in assessing the unit: classwork, tests, projects, case studies and/or presentations.

CUFCMP301A  IMPLEMENT COPYRIGHT ARRANGEMENTS
Locations: Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements.
Nominal Hours: 20
Required Reading: No Required Reading
Assessment: The following assessment methods are appropriate for this unit: direct observation of the candidate obtaining permission to use copyright material - case studies to assess ability to identify sources of information on copyright - written and verbal questioning or interview to test knowledge of the sources of information and the role of copyright collection societies - problem solving activities to assess ability to recognise problems that arise from copyright ownership discussions - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

CUFCMP501A  MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS
Locations: St Albans, City Flinders, Industry, On-line.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage and exploit individual or collaborative copyright arrangements. This unit is related to CUFCMP301A Implement copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 20
Required Reading: None
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG201A  MAINTAIN INTERACTIVE CONTENT
Locations: Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain interactive content.
Nominal Hours: 30
Required Reading: -
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate assisting with a basic camera shoot to determine whether correct procedures are followed and equipment is operated according to instructions - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFDIG301A  PREPARE VIDEO ASSETS
Locations: St Albans, City Flinders, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media.
Nominal Hours: 30
Required Reading: No Required Reading
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of video assets prepared by the candidate on a number of occasions - written or oral questioning to test knowledge of codecs for various platforms and understanding of file compression.

CUFDIG302A  AUTHOR INTERACTIVE SEQUENCES
Locations: Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences.
Nominal Hours: 40
Required Reading: No Required Reading
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of interactive sequences authored by the candidate - written or oral questioning to test knowledge of file formats and delivery platforms.

CUFDIG303A  PRODUCE AND PREPARE PHOTO IMAGES
Locations: St Albans, City Flinders, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.
Nominal Hours: 20
Required Reading: No Required Reading
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of photo images prepared by the candidate on a number of occasions - practical demonstration by the candidate of scanner and digital camera operation - written or oral questioning to test knowledge of file formats and OHS issues.
CUFDIG304A  CREATE VISUAL DESIGN COMPONENTS

Locations: Footscray Nicholson, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components. People in this role work closely with other members of a production team. They create visual design components in response to specifications and under the supervision of a graphic designer or producer. They contribute creative ideas to the overall concept that needs to take account of technical considerations, such as the final delivery platform.

Nominal Hours: 30
Required Reading: No Required Reading

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of visual design components created by the candidate - written or oral questioning to test knowledge of visual design principles, communication principles and responsibilities of different members of a project team. 22038VIC Advanced Diploma of Business (PR) assessments will be skills and application based within the framework of projects and/or case studies.

CUFDIG401A  AUTHOR INTERACTIVE MEDIA

Locations: St Albans, City Flinders.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to author a complete interactive media product, for example, a whole website. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No Required text

Assessment: Assessment will include assignments, classwork, tests, projects, case studies and/or presentations.

CUFDIG404A  APPLY SCRIPTING LANGUAGE IN AUTHORING

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to write and apply scripting language in authoring interactive media. An interactive media author is often required to integrate and develop basic scripting routines that are either external or internal to authoring software. This may be necessary to enhance levels of interaction or to remedy errors in the functionality of an interactive media product developed using authoring software. This unit outlines the skills and knowledge required by interactive media authors to write and customise their own code. These routines are relevant to client-side technology only. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60
Required Reading: No Required Reading

Assessment: Assessment will include assignments, classwork, tests, projects, case studies and/or presentations.

CUFDIG502A  DESIGN WEB ENVIRONMENTS

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design web environments. A web environment may consist of one or many web applications and technologies integrated in various combinations. The design is focused on how these applications and technologies are combined and used, and the way in which interactive content is accessed by users. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text

Assessment: Pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG503A  DESIGN ELEARNING RESOURCES

Locations: St Albans, City Flinders, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design an e-learning resource. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: Text references provided by School of Creative Industries and published online.

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG504A  DESIGN GAMES

Locations: St Albans, City Flinders, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design games and document the process for developing them. Game design requires a high degree of collaboration between script writers, programmers and graphic designers. Low-end games can be constructed using interactive authoring tools, but for video game productions, designers need to work with high level programmers to ensure that designs are technically feasible. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: No text required.

Assessment: Assessment involves pitching project concepts, delivery of project documentation and presentation.

CUFDIG505A  DESIGN INFORMATION ARCHITECTURE

Locations: St Albans, City Flinders, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design the information architecture of an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 70
Required Reading: None

Assessment: Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

CUFDIG506A  DESIGN INTERACTION

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design the interaction for interactive media products. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Required Reading: No text required
Assessment: Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

**CUFDIG507A  DESIGN DIGITAL SIMULATIONS**

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design digital simulations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

**CUFDRT501A  DIRECT REHEARSALS OF PERFORMERS**


Descriptions: This unit describes the performance outcomes, skills and knowledge required to rehearse performers for film, media and stage production. Directors are responsible for visualising and defining the style and structure of productions. They must have the capacity to inspire and motivate their team to produce the film they have envisioned, so high-level communication and management skills are essential. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: None
Assessment: Project based, practical and written tasks

**CUFDT08A  EDIT DIALOGUE AND SOUND**

Locations: City Flinders.

Descriptions: Assess dialogue and sounds to meet the project requirements. Prepare to edit dialogue and sounds. Split the dialogue. Clean up and edit the dialogue and sound. Document dialogue and sound edit. Review creative and technical quality. Complete work operations.

Nominal Hours: 50
Required Reading: -
Assessment: Project based, practical and written tasks

**CUFGEN02A  IDENTIFY INDUSTRY LAWS AND REGULATIONS AND**

Locations: St Albans.

Descriptions: This unit describes the skills and knowledge required to access, increase, update and apply a broad knowledge of key cultural industry legislation, regulations and codes. The broad knowledge underpins effective performance in all sectors. It does not describe the application of specific complex legal and regulatory knowledge. The need to source complex knowledge would be referred to specialist legal advisors, specialist industry associations or specialist enterprise team members.

Nominal Hours: 30
Required Reading: No required text
Assessment: Role plays, case studies and written reports.

**CUFIMA01A  PRODUCE AND MANIPULATE DIGITAL IMAGES**

Locations: City Flinders.

Descriptions: Assess digital camera qualities; Photograph and upload a digital image; Incorporate digital photography into a multimedia sequence.

Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

**CUFIMA03A  CREATE 2D DIGITAL ANIMATION**

Descriptions: Identify animation requirements; Identify scope of 2D animation software; Produce key drawings for animation; Produce 2D animation; Evaluate animation.

Nominal Hours: 35
Required Reading: - -
Assessment: As per accredited curriculum

**CUFIMA04A  CREATE 3D DIGITAL ANIMATION**

Descriptions: Identify animation requirements; Identify scope of 3D animation software; Produce 3D animation; Evaluate animation.

Nominal Hours: 75
Required Reading: - -
Assessment: As per accredited curriculum

**CUFIMA05A  CREATE 3D DIGITAL MODELS AND IMAGES**

Descriptions: Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.

Nominal Hours: 75
Required Reading: - -
Assessment: Project based and practical assessment

**CUFIND201A  DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE**

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and apply basic industry practices within the creative arts industries. This unit addresses the collection, application and updating of general information relevant to work roles within the creative arts industry sectors, including industry structures and operations, employment obligations and opportunities, the impact of new technology and the identification of industry laws and regulations.

Nominal Hours: 20
Required Reading: -
Assessment: The following assessment methods are appropriate for this unit: - direct observation of the candidate collecting and organising industry information - case studies to assess ability to apply knowledge to different industry contexts and situations - written or oral questioning to test knowledge of the different aspects or distinguishing features of the creative arts industries - review of portfolios of evidence and third-party workplace reports of on-the-job performance, including authenticated samples of work in collecting and organising industry information.
CUFIND301A  WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES
Locations: St Albans, City Flinders, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries.
Nominal Hours: 20
Required Reading: No text required.
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate participating in workplace meetings - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit - case studies to assess ability to apply knowledge to different industry contexts and situations.

CUFLGT02B  PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT
Locations: City Flinders.
Descriptions: Determine production requirements for lighting; Prepare lighting equipment for installation; Install lighting; Install lighting control system; Ensure electrical safety; Test and adjust lighting.
Nominal Hours: 25
Required Reading: -
Assessment: Project based and practical assessment

CUFLGT402A  SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to set up a lighting control system, and to use the more complex functions of a console. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Required Reading: None required
Assessment: Project and practical assessment

CUFMEM01A  USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE
Locations: City Flinders.
Descriptions: Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CUFMEM02A  AUTHOR A MULTIMEDIA PRODUCT
Descriptions: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Nominal Hours: 70
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM04A  TEST A MULTIMEDIA PRODUCT
Descriptions: Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.
Nominal Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM06A  DESIGN A MULTIMEDIA PRODUCT
Locations: City Flinders.
Descriptions: Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.
Nominal Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM07A  APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT
Locations: City Flinders.
Descriptions: Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.
Nominal Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM09A  APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT
Locations: City Flinders.
Descriptions: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.
Nominal Hours: 30
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM10A  DESIGN AND CREATE A MULTIMEDIA INTERFACE
Descriptions: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Nominal Hours: 70
Required Reading: -
Assessment: Project based and practical assessment
CUFMEM11A  DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Locations: City Flinders.

Descriptions: Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.

Nominal Hours: 70

Required Reading: -

Assessment: Project based and practical assessment

CUFMEM12A  UPDATE WEB PAGES

Locations: City Flinders.

Descriptions: Check information for relevance and currency; Check links and navigation; Edit information as required; Test and confirm changes.

Nominal Hours: 30

Required Reading: -

Assessment: As per accredited curriculum

CUFPOS02B  DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION

Locations: City Flinders.

Descriptions: Identify resource requirements from script or performance outline; Prepare and present estimates; Prepare a schedule of resources.

Nominal Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUFPPM404A  CREATE STORYBOARDS

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create storyboards. The creation of storyboards is a critical skill in the design and development of a broad range of digital content, including video, film, animation and interactive media.

Nominal Hours: 40

Required Reading: No required text

Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFPPM408A  COMPILE PRODUCTION SCHEDULES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to compile schedules for productions or events in the screen, media and entertainment industries.

Nominal Hours: 40

Required Reading: No required text

Assessment: Assignments, projects and written assessment.

CUFRAD01A  ORIGINATE AND DEVELOP THE CONCEPT

Descriptions: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.

Nominal Hours: 60

Required Reading: -

Assessment: Project based and practical assessment

CUFRES201A  COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication.

Nominal Hours: 20

Required Reading: -

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of material prepared, logged and edited by the candidate in response to instructions received from a supervising editor - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit

CUFRES401A  CONDUCT RESEARCH


Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct research in response to a brief. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30

Required Reading: No text required

Assessment: Project, assignments and written tests.
CUFSAF01A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: City Flinders.

Descriptions: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.

Nominal Hours: 15

Required Reading: -

Assessment: As per accredited curriculum

CUFSET03B  MAKE SETS

Locations: City Flinders.

Descriptions: Determine set requirements; Prepare for set construction; Construct sets; Finish and check the set.

Nominal Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUFSOU204A  PERFORM BASIC SOUND EDITING

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing.

Nominal Hours: 30

Required Reading: No required text

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of sound sequences edited by the candidate in response to instructions received from a supervising editor - observation of the candidate preparing and editing sound sequences - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFSOU301A  PREPARE AUDIO ASSETS

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.

Nominal Hours: 30

Required Reading: No Required Reading

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of content written by the candidate in response to a range of briefs - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFWRT02A  WRITE THE SCRIPT

Descriptions: Plan and prepare to write the narrative; Develop the narrative.

Nominal Hours: 50

Required Reading: -

Assessment: Project based and practical assessment

CUFWRT05A  WRITE CONTENT AND/OR COPY

Descriptions: This unit describes the skills and knowledge required to write content and/or copy for use in such items as advertisements, station and other promotions, sponsorship announcements, community service announcements and any other form of industrial writing for any production within the cultural industries.

Nominal Hours: 50

Required Reading: -

Assessment: As per accredited curriculum

CUFWRT07A  WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

Locations: City Flinders.

Descriptions: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.

Nominal Hours: 50

Required Reading: -

Assessment: Project based and practical assessment

CUFWRT301A  WRITE CONTENT FOR A RANGE OF MEDIA

Locations: St Albans, City Flinders, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media.

Nominal Hours: 40

Required Reading: No Required Reading

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of content written by the candidate in response to a range of briefs - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFWRT302A  WRITE SIMPLE STORIES

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to write simple stories.

Nominal Hours: 30

Required Reading: No required text

Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFWRT501A  DEVELOP STORYLINES AND TREATMENTS

Locations: St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop a narrative or storyline. Other aspects of the job role include: developing short narrative scripts to sell product, such as commercials participating
in story conferencing developing concept documents in response to client briefs preparing pitch presentations ready for clients. This unit has strong links with CUFWRT601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No text required
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Descriptions: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Nominal Hours: 70
Required Reading: -
Assessment: Project based and practical tasks

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Descriptions: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Nominal Hours: 20
Required Reading: No required text
Assessment: Project based and practical assessment

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans.
Descriptions: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Nominal Hours: 50
Required Reading: Legal Aspects of your small business Birt Wesley Longman
Assessment: As per accredited curriculum 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

CUSBGE01A DEVELOP AND UPDATE MUSIC INDUSTRY KNOWLEDGE
Locations: Sunbury.
Descriptions: This unit covers developing familiarity with the structure of the music industry, its products and its organisations. This unit is one of two dealing with industry knowledge. The higher level unit is Maintain and apply music industry knowledge.
Nominal Hours: 20
Required Reading: -
Assessment:

CUSBGE11A PLAN A CAREER IN MUSIC
Locations: St Albans.
Descriptions: Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Nominal Hours: 35

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

CUSGEN03B COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Locations: Other.

Descriptions: Cooperate in planning the project and strategy for producing it; Value and respect the skills of others and their contribution to the project; Set up and maintain productive workplace relationships; Use effective strategies for solving problems.

Nominal Hours: 35
Required Reading: -
Assessment: Project based and practical assessment

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE


Descriptions: Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.

Nominal Hours: 35
Required Reading: No required text
Assessment: Project based, practical and written tasks
CUSMCP03A  CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE

Locations: Other.

Descriptions: This unit covers music literacy, musicianship, and technical and expressive skills required to compose accompaniments and to set them down.

Nominal Hours: 35

Required Reading: -

Assessment: As per accredited curriculum

CUSMCP04A  COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

Locations: Other.

Descriptions: Determine the artistic purpose of the song and use appropriate songwriting tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.

Nominal Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSMCP05A  CREATE ORIGINAL MUSIC


Descriptions: This unit covers the technical, expressive, experimental and music knowledge and skills required to produce original music and to set it down appropriately for use in performance.

Nominal Hours: 50

Required Reading: No reading required

Assessment: Project based, written and practical assessment

CUSMCP06A  COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA


Descriptions: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director's approval.

Nominal Hours: 35

Required Reading: No required text

Assessment: A series of computer-based practical video/music sync projects and written tasks

CUSMCP10A  INTERPRET, CONFIRM AND CREATE MUSIC FOR A BRIEF


Descriptions: This unit describes the skills required for a composer to interpret, confirm and fulfill a music brief.

Nominal Hours: 35

Required Reading: No required text

Assessment: A range of practical music creation projects supported by written analyses.

CUSMGE01A  MAINTAIN SELF OR GROUP IN MUSIC

Descriptions: This unit covers the competencies required by music groups or individual composers and performers to develop and expand their artistic product. It applies to artists that are self managed as well as those who are professionally managed.

Nominal Hours: 70

Required Reading: -

CUSMGE02A  DEVELOP SELF AS ARTIST


Descriptions: This unit covers the development of the technical, interpretive and expressive skills required to create, perform and/or direct music to a professional standard. It also deals with communicating effectively and working strategically and cooperatively to achieve planned artistic outcomes.

Nominal Hours: 70

Required Reading: No required text

Assessment: Studio based musical skills development log

CUSMGE03A  USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC


Descriptions: Use instruments, technology and/or equipment effectively. Maximise benefit from technical support systems. Ensure that equipment is used safely. Use production techniques to shape personal sound.

Nominal Hours: 35

Required Reading: No required text

Assessment: Project based, practical and written tasks

CUSMGE04A  ANALYSE MUSIC

Locations: Other.

Descriptions: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.

Nominal Hours: 70

Required Reading: -

Assessment: Project based and written tasks

CUSMGE06A  READ MUSIC

Descriptions: This unit covers the competencies required to play music in bass and/or treble clef from simple written music notation. This is the first of two units on music reading skills, the second one being Read music for performance and analysis.

Nominal Hours: 70

Required Reading: -
CUSMGE07A  ANALYSE HARMONY

**Locations:** Sunbury, Other.

**Descriptions:** Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.

**Nominal Hours:** 100

**Required Reading:** No required text

**Assessment:** A range of harmonic exercises in mostly jazz and contemporary contexts. Analyses of provided works.

CUSMGE09A  USE MIDI DEVICES AND/OR SOFTWARE TO PREFORM MUSIC

**Descriptions:** This unit sets out the competencies needed to perform and/or record using MIDI devices and/or software. The music competencies the unit describes can be used with a MIDI that may stand alone or be connected to a personal computer.

**Nominal Hours:** 35

**Required Reading:** -

CUSMGE10A  USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Descriptions:** Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.

**Nominal Hours:** 35

**Required Reading:** No required text

**Assessment:** Project based, practical computer based tasks that utilise skills taught in class.

CUSMGE11A  DEVELOP MUSIC KNOWLEDGE AND LISTENING SKILLS

**Locations:** Other.

**Descriptions:** This unit covers the development of music knowledge and listening skills in selected music styles.

**Nominal Hours:** 70

**Required Reading:** None

**Assessment:** Written and Practical Assessment

CUSMGE12A  MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Descriptions:** Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.

**Nominal Hours:** 85

**Required Reading:** No required text

**Assessment:** Project based, practical and written tasks

CUSMGE13A  APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

**Locations:** Sunbury, Other.

**Descriptions:** Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.

**Nominal Hours:** 85

**Required Reading:** No required text

**Assessment:** Series of listening and analysis tasks that assess form, structure, instrumentation and other relevant musical creation tools.

CUSMGE14A  READ MUSIC FOR PERFORMANCE AND ANALYSIS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Descriptions:** Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.

**Nominal Hours:** 70

**Required Reading:** No required text

**Assessment:** Project based, practical and written tasks

CUSMPF02A  DEVELOP TECHNICAL SKILLS FOR PLAYING OR SINGING MUSIC

**Locations:** Other.

**Descriptions:** This unit describes the technical competencies required to play or sing a simple sequence or piece. It covers simple technical development, elementary performance preparation, the development of practice technique and listening skills, and instrument care and maintenance. This is the second unit dealing with the development of technical skills in performance.

**Nominal Hours:** 70

**Required Reading:** None

**Assessment:** Written and Practical Assessment

CUSMPF03A  DEVELOP AND MAINTAIN STAGECRAFT SKILLS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Descriptions:** This unit covers stage skills for musical performers. It deals with the understanding and application of presentation and stage communication to maximise audience reception of the creative work. Specific OHS competencies are also covered in this unit.

**Nominal Hours:** 70

**Required Reading:** No required text

**Assessment:** Project based, practical and written tasks

CUSMPF04A  PREPARE SELF FOR PERFORMANCE

**Locations:** Footscray Nicholson, City Flinders, Industry.

**Descriptions:** Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.

**Nominal Hours:** 35

**Required Reading:** No required text

**Assessment:** As per accredited curriculum
CUSMPF05A  REHEARSE MUSIC FOR PERFORMANCE
Nominal Hours: 85
Required Reading: No required text
Assessment: Project based and practical tasks carried out in both ensemble and solo contexts.

CUSMPF06A  EXTEND TECHNICAL SKILLS IN PERFORMANCE
Descriptions: This unit provides the extended technical skills that is required for performance.
Nominal Hours: 20
Required Reading: -
Assessment:

CUSMPF07A  PLAN, PREPARE AND PERFORM FOR A DEMO RECORDING
Locations: Other.
Descriptions: This unit covers planning a set or program appropriate to the purpose of the recording. It also deals with rehearsing the music to the standard required and performing to prepare the demo recording performance.
Nominal Hours: 35
Required Reading: No Required Reading.

CUSMPF08A  CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE
Locations: Other.
Descriptions: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as part of a backup group.
Nominal Hours: 35
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF09A  EVALUATE AND EXTEND PERFORMANCE TECHNIQUE
Descriptions: Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Nominal Hours: 35
Required Reading: No required text
Assessment: Practical skills development assessed via progressive performances and a practise log

CUSMPF10A  DEVELOP AND PRACTICE IMPROVISATION
Descriptions: Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Practical improvisation skills development with progressive performance assessments and transcription tasks going forwards.

CUSMPF11A  PERFORM MUSIC AS PART OF A GROUP
Descriptions: Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Nominal Hours: 70
Required Reading: No required text
Assessment: Ensemble based assessments and progressive development of personal organisation and musical interacation skills.

CUSMPF13A  PLAN AND PREPARE A PROGRAM FOR PERFORMANCE
Descriptions: This unit covers the planning and preparation of a program for performance. It deals with program selection, organisation, practising, rehearsing and performing and continuous performance evaluation. The program may be performed for a range of purposes including a live performance, an audition or a recording project.
Nominal Hours: 70
Required Reading: No required text -
Assessment: Log showing development of repertoire of duration of delivery.

CUSMPF14A  PERFORM ACCOMPANIMENT
Locations: Other.
Descriptions: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as an accompanist.
Nominal Hours: 35
Required Reading: -
Assessment: Project based and practical tasks

CUSMPF15A  PERFORM MUSIC AS A SOLOIST
Descriptions: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as a soloist.
Nominal Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF16A  PERFORM IMPROVISATION FOR AUDIENCE
Descriptions: This unit describes the aural, musicological and creative competencies required to perform improvisation for an audience as part of an ensemble.
CUSSF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPertoire

Locations: Other.

Descriptions: This unit describes the competencies required to refine instrumental/vocal technique to expand the range of practical performance repertoire. It covers technical and repertoire development required to present a performance. This is the fifth unit covering the development of technical skills in performance.

Nominal Hours: 85
Required Reading: No text required.
Assessment: Project based and practical tasks

CUSSF18A REFINE PERFORMANCE TECHNIQUE AND EXPAND


Descriptions: This unit describes the competencies required to develop advanced technical skills to expand the performance repertoire. It covers the skills required to present an extended professional performance. This is the sixth unit covering the development of technical skills in performance and is closely linked to the units Use private practice to refine performance technique and Plan, prepare and present a recital performance.

Nominal Hours: 70
Required Reading: No text required.
Assessment: Project based, practical and written tasks

CUSSF19A USE PRIVATE PRACTICE TO REFINE PERFORMANCE TECHNIQUE


Descriptions: Identify continuing performance goals to inform personal practice plans; Observe OHS principles in private practice sessions; Plan and use personal practice time effectively; Identify and address areas of technical weaknesses; Plan repertoire to meet identified performance development goals.

Nominal Hours: 35
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSSF20A PLAN, PREPARE AND PRESENT A RECITAL PERFORMANCE


Descriptions: This unit describes the competencies required to present a recital. The skills described in this unit are developmental, covering planning and preparation as well as performance.

Nominal Hours: 70
Required Reading: No text required.
Assessment: Stage plan, technical rider, program and performance showing evidence of rehearsal.

CUSSH301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries. Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A Work safety in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit.

Nominal Hours: 10
Required Reading: No required text
Assessment: Assessment will include: assignments, classwork, tests, projects, case studies and/or presentations.

CUSSA02A CONDUCT RESEARCH


Descriptions: Clarify and confirm purpose of research; Identify and access sources of information; Analyse research findings; Provide information in appropriate format.

Nominal Hours: 35
Required Reading: No required reading.
Assessment: Research project in agreed area of music industry - written report or oral presentation.

CUSSA04A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY


Descriptions: Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.

Nominal Hours: 10
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSSA05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT


Descriptions: Determine sound equipment requirements; Prepare for installation of sound equipment; Install sound equipment; Align sound equipment; Test sound equipment; Ensure mechanical safety throughout installation; Ensure electrical safety throughout installation.

Nominal Hours: 35
Required Reading: No required text
Assessment: As per accredited curriculum
Nominal Hours: 35
Required Reading: No required text
Assessment: Practical and written live sound tasks in both informal and formal environments.

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

CUSSOU06A LAY SOUNDTRACKS
Locations: Other.
Descriptions: This unit describes the skills and knowledge required to source required sounds, and lay soundtracks within technical and creative parameters for a production in the cultural industries.
Nominal Hours: 35
Required Reading: None
Assessment: Written and Practical Assessment

CUSSOU09A MIX SOUND SOURCES
Descriptions: Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.
Nominal Hours: 35
Required Reading: No required text -

CUSSOU11A OPERATE SOUND MIXING CONSOLE
Locations: Sunbury.
Descriptions: Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.
Nominal Hours: 70
Required Reading: -
Assessment: Project based, practical and written tasks

CUSSOU13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT
Locations: Sunbury.
Nominal Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSSOU15A CREATE A FINAL SOUND BALANCE
Descriptions: Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.
Nominal Hours: 85
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSSOU16A DEVELOP SOUND DESIGN
Locations: Footscray Nicholson, St Albans, City Flinders, Industry, On-line.
Descriptions: Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.
Nominal Hours: 50
Required Reading: None -
Assessment: Project based, practical and written tasks

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING
Descriptions: Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.
Nominal Hours: 100
Required Reading: No text required
Assessment: Pre-production plan for studio recording session

CUSSOU19A MANAGE PRODUCTION FOR SOUND RECORDING
Descriptions: This unit describes the technical, communication and leadership competencies required to plan and manage technical production for a music recording.
Nominal Hours: 35
Required Reading: No required text
Assessment: Project based, written and practical assessment

CUSSOU20A PREPARE AND COMPILE MUSIC FOR A SOUNDTRACK
Descriptions: This unit covers the technical and listening skills required to integrate the musical materials for a soundtrack for a screen production. It also covers communication with artistic directors and producers to interpret and enhance the film concepts.
CUSSOU21A  DIRECT A FINAL AUDIO MASTER


Descriptions: This unit describes the skills and knowledge required to act as a producer by evaluating and optimising a number of sound sources for a musical recording.

Nominal Hours: 50
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSSOU22A  IMPLEMENT SOUND DESIGN

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Descriptions: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.

Nominal Hours: 50
Required Reading: -
Assessment: Screen & Media/Interactive Media. Project based, practical and written tasks

CUSSOU23A  SPECIFY SOUND SYSTEMS

Locations: Sunbury.

Descriptions: Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.

Nominal Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSSOU24A  EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS


Descriptions: Determine the production requirements; Plan for digital sound editing; Perform digital sound editing; Evaluate the production; Complete documentation and store appropriately; Decommission the editing facility.

Nominal Hours: 85
Required Reading: No required text
Assessment: Computer based, practical and written editing tasks involving music, loops and dialogue.

CUSTGE01A  SUPERVISE TECHNICAL OPERATIONS


Descriptions: Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.

Nominal Hours: 35

Required Reading: -
Assessment: Project based, practical and written tasks

CUVADM10A  RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES

Descriptions: Determine potential revenue opportunities; Evaluate potential revenue sources; Establish and maintain relationships associated with potential revenue sources; Implement strategies to enhance revenue; Evaluate revenue opportunities.

Nominal Hours: 30
Required Reading: -
Assessment: Project based and practical assessment

CUVADM12A  WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION

Descriptions: This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.

Nominal Hours: 30
Required Reading: -
Assessment: Project based and practical assessment

CUVADM13A  RESEARCH AND CRITIQUE CULTURAL WORKS

Descriptions: Research context of cultural work(s); Link research to cultural work(s); Present critique; Update and maintain knowledge of trends related to domain of cultural work(s).

Nominal Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUVCON06A  DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS

Descriptions: Clarify context for the concept; Generate concept; Consult on concept; Adjust and refine concept; Develop concept to pre-operational stage.

Nominal Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUVCOR08A  PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT

Descriptions: This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept.

Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum
CUVCOR08B  MAINTAIN INTERACTIVE CONTENT

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain interactive content.

Nominal Hours: 30

Required Reading: No Required Reading

Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of websites where content has been updated by the candidate on a regular basis - written or oral questioning to test knowledge of internet protocols, data types and W3C Accessibility standards relevant to text and images.

CUVCOR09A  SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: City Flinders.

Descriptions: This unit describes the skills and knowledge required to develop drawings which represent and communicate the concept.

Nominal Hours: 80

Required Reading: No required text

Assessment: Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge and skills and might include: - Direct observation of drawings in progress, including exploration of and experimentation with techniques and materials - Completion of an visual art journal and/or portfolio which demonstrate observational and conceptual drawing skills Assessment - Folio of drawings - Visual Diary

CUVCOR11A  SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK

Locations: St Albans, Industry.

Descriptions: This unit describes the skills and knowledge required to source information on history and theory and to apply that information to one's own area of work. This unit is introductory in nature and provides underpinning skills and knowledge for all areas of arts practice.

Nominal Hours: 30

Required Reading: No required text

Assessment: Projects, case studies, written and verbal reports.

CUVCOR12A  REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE

Descriptions: This unit describes the skills and knowledge required to source and review information on history and theory for application to own work.

Nominal Hours: 50

Required Reading: -

Assessment: As per accredited curriculum

CUVCOR13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Locations: City Flinders.

Descriptions: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.

Nominal Hours: 70

Required Reading: -

Assessment: Project based and practical assessment Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - evaluation of presentation or documentation prepared by the candidate explaining research processes and how surrounding history/theory have been incorporated into work, -case studies to assess ability to research and use different types of information, -questioning and discussion about candidate's intentions and the work outcome, -written or verbal reports, -visual or written documentation, -review of portfolios of evidence, -third party workplace reports of performance by the candidate.

CUVCRS05A  USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

Descriptions: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.

Nominal Hours: 50

Required Reading: -

Assessment: As per accredited curriculum

CUVCRS06A  MAKE SCALE MODELS

Descriptions: Determine scale model requirements; Organise resources for scale model making; Make scale models; Present scale models.

Nominal Hours: 50

Required Reading: -

Assessment: Project based and practical assessment

CUVCRS08A  DOCUMENT THE WORK PROGRESS


Descriptions: This unit describes the skills and knowledge required to document the conception, development and progress of work. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This work would usually be carried out under limited supervision.

Nominal Hours: 15

Required Reading: -

Assessment: Students will be required to complete projects, assignment and written assessments.
CUVCRS11A  SELECT AND PREPARE WORK FOR EXHIBITION
Descriptions: This unit describes the skills and knowledge required to select and prepare work for display or exhibition. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context.
Nominal Hours: 30
Required Reading: -
Assessment:

CUVCRS16A  PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING
Descriptions: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUVDES05A  INTERPRET AND RESPOND TO A BRIEF
Descriptions: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.
Nominal Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

CUVDSP02A  DEVELOP SELF AS DESIGNER
Descriptions: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to to work as a practising designer.
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

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

CUVDSP15A  RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Descriptions: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.
Nominal Hours: 50
Required Reading: -
Assessment:

CUVIC504A  ORIGinate AND DEVELOP A CONCEPT
Descriptions: This standard has been developed for people whose job specifically involves designing products or services, concepts or outcomes in any sector of the cultural industries. It might be used by someone designing a new event concept, a concept for public art, a new graphic design package for a hotel/resort, a concept for multi-media installation, a concept for sound sampling, a marketing campaign, a concept for a new gallery space and so on. The standard relates to specialist positions in enterprises such as the community development office of local government organisations, design studios, event management/promotion firms, artist-run co-operatives, theatres and galleries and museums. The standard describes the skills and knowledge required for working with and developing a concept to that stage where it becomes the basis of a creative and effective product, service or process.
Nominal Hours: 80
Required Reading: -
Assessment: Assessment includes projects, assignments, written and practical tests.

CUVRAD02A  CONDUCT RESEARCH
Descriptions: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries in order to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.
Nominal Hours: 35
Required Reading: -
Assessment: As per accredited curriculum
CUVVSP34B APPLY TECHNIQUES TO PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of paintings. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.

Nominal Hours: 50

Required Reading: -

Assessment: -

CUVVSP35B PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to produce paintings through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

Nominal Hours: 50

Required Reading: -

Assessment: -

CUVVSP36B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

Description: This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of paintings. It outlines the way paintings are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.

Nominal Hours: 50

Required Reading: -

Assessment: -

CUVVSP38A RESEARCH & EXPERIMENT WITH TECHNIQUES TO PRODUCE PERFORMANCE ART


Description: Inform work through experimentation with performance work; Determine and organise resource requirements for new work; Realise the performance work.

Nominal Hours: 50

Required Reading: No required text

Assessment: Assessment includes projects, assignments, written and practical tests.

ICPMM296A CREATE AND TEST A CD-ROM/DVD

Location: Other.

Description: This unit describes the skills and knowledge required to create an interactive CD-ROM / DVD which starts automatically and has no errors in any of the interactive functions.

Nominal Hours: 40

Required Reading: No Required Reading

Assessment: Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. 22051VIC Diploma of Business (Public Relations) Assessment methods will include skills test and practical applications.

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

Description: Use multimedia text software; Create multimedia text.

Nominal Hours: 20

Required Reading: -

Assessment: As per accredited curriculum
ICPMM44CA  INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

Descriptions: Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Nominal Hours: 40
Required Reading: -
Assessment: Project based, practical and written tasks

ICPMM61DA  PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS

Descriptions: Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.
Nominal Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

ICPP252B  OUTPUT IMAGES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to cover image output.
Nominal Hours: 30
Required Reading: -

THHGLE12A  DEVELOP AND MANAGE MARKETING STRATEGIES

Descriptions: This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.
Nominal Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

THHGLE16A  MANAGE PHYSICAL ASSETS

Locations: Sunbury.
Descriptions: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.
Nominal Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

VAB933  MYTHS AND SYMBOLS A

Descriptions: These subjects examine the use of myths and symbols in a range of literary fiction. Students study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAC391  INTERNET SKILLS FOR WRITERS & EDITORS

Descriptions: The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia. Prerequisite To be advised
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAC412  DESKTOP PUBLISHING 1

Prerequisites: VBK384 Computer skills for Writers & Editors
Descriptions: Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAD728  EDITING 2A

Prerequisites: VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.
Descriptions: Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to “in-house” style, the reader, variety of readers levels. Editing for Content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAD964  DESIGN AND LAYOUT

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

VAA408  APPLIED WRITING FOR PUBLIC RELATIONS 1

Descriptions: The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Nominal Hours: 51
Required Reading: -
Assessment: As per accredited curriculum
**VAE272  NON FICTION 1A**

**Descriptions:** Emphasis on professionalism. Quality work to a given deadline. Economy of words, interviewing techniques, observation/research techniques, feature and review writing style and presentation, marketing strategies, journalism and ethics, communication techniques.

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE281  NOVEL 1A**

**Descriptions:** The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE344  CORPORATE WRITING 1A**

**Descriptions:** Analysis and practice of a variety of writing styles for commercial and corporate communications. Prerequisite To be advised

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE552  SCREENWRITING 1A**

**Descriptions:** The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE831  POETRY 1A**

**Descriptions:** The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE863  POPULAR FICTION 1A**

**Descriptions:** The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels. Prerequisite To be advised

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAE913  SHORT STORY 1A**

**Descriptions:** Theory and practice of short story writing. Theory-character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing, writing and rewriting complete short stories.

**Nominal Hours:** 68  
**Assessment:** As per accredited curriculum

**VAE919  PRACTICAL PLACEMENT**

**Prerequisites:** VAC474 Industry Overview 1

**Descriptions:** Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.

**Nominal Hours:** 68  
**Assessment:** As per accredited curriculum

**VAF066  SHORT STORY 2A**

**Prerequisites:** VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.

**Descriptions:** Study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students’ short stories in workshopping. Tradition of constructive criticism. Discussion of markets.

**Nominal Hours:** 68  
**Assessment:** As per accredited curriculum

**VAG831  WRITER AND RESEARCH**

**Descriptions:** Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAM131  WRITING FOR YOUNG ADULTS A**

**Descriptions:** Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.

**Nominal Hours:** 68  
**Required Reading:**  
**Assessment:** As per accredited curriculum

**VAN040  NOVEL 2B**

**Prerequisites:** VAE282 Novel 2A

**Descriptions:** Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students' work.

**Nominal Hours:** 68  
**Assessment:** As per accredited curriculum
VBF960  WRITING COMEDY FOR PERFORMANCE 1A
Descriptions: An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VBK385  INTRODUCTION TO FICTION WRITING 1
Descriptions: This module introduces the basics of fiction writing - character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B. Prerequisite to be advised
Nominal Hours: 68
Assessment: As per accredited curriculum

VBK386  SCRIPTWRITING 1A
Descriptions: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts.
Prerequisites: To be advised
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VBK388  WRITING FOR CHILDREN (YOUNGER READERS) A
Descriptions: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.
Prerequisites: To be advised
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VBK389  WRITING FOR CHILDREN (YOUNGER READERS) B
Descriptions: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books. Prerequisite To be advised
Nominal Hours: 68
Assessment: As per accredited curriculum

VBK392  LITERATURE FOR WRITERS 1A
Descriptions: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers. Prerequisite To be advised
Nominal Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VBF400  POETRY 2A
Descriptions: Students will explore various styles of poetry in order to assist them to write their own poetry. Prerequisite To be advised

Nominal Hours: 68
Assessment: As per accredited curriculum

VBK402  SCREENWRITING 2A
Descriptions: Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence. Prerequisite To be advised
Nominal Hours: 68
Assessment: As per accredited curriculum

VBK405  WRITING FOR CHILDREN (OLDER READERS) B
Descriptions: The purpose of this module is to develop the skills in writing and marketing for older readers in the children market. Prerequisite To be advised
Nominal Hours: 68
Assessment: As per accredited curriculum

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

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

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

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

VBP661  DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER
Descriptions: The purpose of this unit is to provide the participants with the skills, knowledge required for develop conceptual and expressive skills as a performer.
Nominal Hours: 100
Required Reading: -
Assessment: As per accredited curriculum
VBP662  REHEARSE TECHNIQUE FOR PERFORMANCE
Descriptions: The purpose of this unit is to provide the participants with the skills, knowledge required to organise and rehearse techniques for performances
Nominal Hours: 100
Assessment: As per accredited curriculum

VBP663  USE TECHNIQUE IN PERFORMANCE
Descriptions: This unit covers the technical and stage skills required to perform a simple technique.
Nominal Hours: 100
Required Reading: No required text
Assessment: Projects, practical and written assessments.

VBP664  DEVELOP ADVANCED PERFORMANCE SKILLS
Descriptions: The purpose of this unit is to provide the participants with the skills, knowledge required to help them develop advance performance skills.
Nominal Hours: 100
Assessment: As per accredited curriculum

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

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

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

VPAU010  ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES
Descriptions: This unit describes the knowledge and skills required by artists and designers to develop, monitor and maintain economic, social, institutional and environmental work practices.
Nominal Hours: 15

VPAU011  APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE
Descriptions: This unit describes the skills and knowledge required to research and critically analyse historical and theoretical concepts for application to own artistic and design practice. The unit includes the need for critical analysis of information and own work and the challenging of different points of view to inform own personal work and philosophy.
Nominal Hours: 100

VPAU012  USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS
Descriptions: This unit describes the skills and knowledge required to represent and communicate a concept through the use of advanced drawing techniques.
Nominal Hours: 100

VPAU013  APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN
Descriptions: This unit describes the skills and knowledge required to extend artistic practice to explore and apply the principles of design to an artwork or a design solution. The unit may be applied to 2D or 3D work.
Nominal Hours: 100

VPAU014  MANAGE CREATIVE AND PROFESSIONAL SELF
Descriptions: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting and meeting own priorities and developing and maintaining artistic and professional competence.
Nominal Hours: 40
Assessment:

VPAU015  PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE
Descriptions: This unit describes the skills and knowledge required to plan and implement a project, work effectively within an organisation and accept responsibility for and monitor own work.
Nominal Hours: 200

VPAU024  DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK
Descriptions: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 100

VPAU025  REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK
Descriptions: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Nominal Hours: 150
VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS

Descriptions: This unit describes the skills and knowledge required to produce and present a thematically connected digital art work which incorporates other media.

Nominal Hours: 100

VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS

Descriptions: This unit describes the skills and knowledge required to produce and present a thematically connected paintings.

Nominal Hours: 150

VPAU030 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS

Descriptions: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.

Nominal Hours: 100

VPAU031 REALISE THEMATICALLY CONNECTED PRINTS

Locations: City Flinders.

Descriptions: This unit describes the skills and knowledge required to produce and present a thematically connected prints.

Nominal Hours: 150

Required Reading: No Required Reading -

Assessment: Students develop a folio of thematically connected prints. Assessment will be primarily folio based and may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - practical demonstrations - work samples or simulated workplace activities - demonstrated a command of selected advanced techniques and which are consistent with the conceptual vision - demonstrates advanced knowledge of materials and tools and how they are used - portfolios of evidence - eg: artworks, backup work - Third-party reports from experienced practitioners. Assessment - Folio presentation - prints and drawings - Written presentation - Visual Diary and workbook

VPAU050 PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF

Descriptions: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.

Nominal Hours: 140

VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF

Descriptions: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.

Nominal Hours: 90

VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION

Descriptions: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.

Nominal Hours: 54

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF

Descriptions: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.

Nominal Hours: 50

VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE

Descriptions: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 50

VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE

Descriptions: This unit describes the skills and knowledge required to create design concepts to produce a 2-dimensional (2D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 50

VPAU057 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE

Descriptions: This unit describes the skills and knowledge required to create design concepts to produce a 3-dimensional (3D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 70

VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY

Descriptions: This unit describes the skills and knowledge required to produce files for multimedia production and display through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 40

VPAU059 USE COMPLEX DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE THEMATICALLY CONNECTED CONCEPTS

Descriptions: This unit describes the more complex drawing techniques required to communicate thematically connected concepts through drawing.

Nominal Hours: 100
VPAU092  APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE

Descriptions: This unit describes the more complex skills and knowledge required to research and critically analyse concepts for application to artistic or design practice.

Nominal Hours: 100

VPAU093  DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF

Descriptions: This unit describes the skills and knowledge required to develop a design in response to a complex design brief. It focuses on the process to meet the requirements of the brief to the design proposal stage. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 100

VPAU094  INTERPRET AND RESPOND TO A COMPLEX PRODUCE/GRAPHIC DESIGN COMMISSION OR BRIEF

Descriptions: This unit describes the skills and knowledge required to interpret and respond to a complex, product/graphic design commission or brief to the finished art stage. The product/graphic design commission/brief may be for a multifaceted product and the art will build upon the designer’s theoretical, conceptual and technical development. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 150

VPAU095  CREATE DESIGN CONCEPTS TO PRODUCE ART WORK TO FINISHED ART STAGE

Descriptions: This unit describes the skills and knowledge required to produce artwork that uses a range of advanced techniques and media to finished art stage and to prepare the artwork for production. It is a specialisation unit and refers to a specific art form.

Nominal Hours: 150

VPAU249  PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF

Descriptions: This unit describes the skills and knowledge required to develop graphics incorporating a range of features for cross-media publishing in response to a brief using advanced skills and high-end application.

Nominal Hours: 90
SCHOOL OF COMMUNITY SERVICES

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

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

CERTIFICATE II IN COMMUNITY SERVICES
Course Code: CHC20108
Campus: Footscray Nicholson, St Albans, Industry, Other, Off campus at Secondary Schools auspiced by Victoria University.

About this course: Students will gain generic skills required to work within the community services sector. They will gain skills required to provide assistance, support and appropriate referrals to clients accessing a service or experiencing issues.

Course Objectives: This qualification gives students a pathway into community services work. This qualification can provide an appropriate pathway into higher level qualifications, such as youth work, aged care and children services. Students are provided with a general theoretical base required for working within the community sector.

Careers: Assistant community services workers, Housekeeping assistant, Care service employee, Laundry assistant, Contact officers, Night/community patrol workers, Customer service staff, Personal care assistant, Domestic assistant, Provision of emergency relief, Gardeners/grounds person, Reception/front desk staff, Home helper and Support worker.

Course Duration: 1 year
Admission Requirements Year 12: The secondary schools interview and select students based on a combination of interest and academic performance.
Admission Requirements International: not applicable
Admission Requirements Mature Age: Interview
Admission Requirements VET: The secondary schools interview and select students based on a combination of interest and academic performance.

Selection Processes: Direct Entry Interview
Course Structure: 11 units must be selected for this qualification including: 5 compulsory units and 6 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the community services. Training Packages approved by the School of Community Services. Core

CHCSS211A PREPARE FOR WORK IN THE COMMUNITY SECTOR 55
CHCCOM201C COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION 15
CHCFG202A FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION 15
CHCFG202C WORK WITH OTHERS 15
HLTS3200A PARTICIPATE IN OHS PROCESSES 20

Electives
CHCF301A SUPPORT THE DEVELOPMENT OF CHILDREN 45
CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE 30
CHCO307C SUPPORT COMMUNITY RESOURCES 30
CHCSS405C IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS 15
CHCSS220B PREPARE FOR DISABILITY WORK 30

CERTIFICATE III IN COMMUNITY SERVICES WORK
Course Code: CHC30108
Campus: St Albans, Melton, Sunshine, Industry.

About this course: Participants gaining this qualification develop skills that will be applied to the community work sector which is delivered through a broad range of services which provide support to individuals and groups.

Course Objectives: Students will be provided with a strong theoretical base to work directly with clients with presenting issues and refer appropriately within the community sector. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

Careers: Aboriginal or Torres Strait Islander community development worker, Neighbourhood centre worker, Client contact, Recreational activities officer (weekend), Community care worker, Residential support worker, Assistant community workers (focusing on community health primarily in an Indigenous community), Support worker (community based with an orientation toward any or a number of the following: youth, women, families, domestic violence, child protection), Indigenous youth worker, Tenants working in a range of areas, Intake and referral worker (Aboriginal), Youth case worker (community health service setting ‘non residential), Juvenile justice court officer, Youth housing support worker, Juvenile justice officer, Youth worker, Juvenile justice officer (community).

CHCSS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCRC201B COMMUNICATE WITH CHILDREN 30
CHCN301A ENSURE THE HEALTH AND SAFETY OF CHILDREN 60
CHCH401A WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY 50
CHCSS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80
CHCAD401D ADVOCATE FOR CLIENTS 20
CHCWM301C WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY 50
CHCRC501D WORK EFFECTIVELY IN MENTAL HEALTH 50
CHCPR303D DEVELOP UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS 20
CHCPR301A PROVIDE EXPERIENCES TO SUPPORT CHILDREN’S PLAY AND LEARNING 40
CHCAC316B FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCHC302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20

52
### Course Duration: 0.5 years

### Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent

### Admission Requirements International: Not Applicable

### Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course.

### Admission Requirements VET: Not Applicable

### Selection Processes: Direct Entry Interview Written Test

### Course Structure: 13 units must be selected for this qualification including:
- 8 compulsory units
- 5 elective units

#### Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN305D</td>
<td>WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD412A</td>
<td>WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>65</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS308B</td>
<td>PROVIDE FIRST POINT OF CONTACT</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS411A</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCNET301D</td>
<td>PARTICIPATE IN NETWORKS</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG303A</td>
<td>PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR403B</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCHILD404A</td>
<td>SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHCAOD402A</td>
<td>WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR</td>
<td>50</td>
</tr>
<tr>
<td>CHCGROUP302D</td>
<td>SUPPORT GROUP ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>CHCMH301A</td>
<td>WORK EFFECTIVELY IN MENTAL HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>HLFPA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>CHCCS401B</td>
<td>FACILITATE RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS422A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY</td>
<td>75</td>
</tr>
<tr>
<td>CHCAD401D</td>
<td>ADVOCATE FOR CLIENTS</td>
<td>20</td>
</tr>
</tbody>
</table>

### Course Code: CHC30808

### Course: Certificate III in Education Support

#### Campus: Footscray Nicholson, St Albans, Werribee, Industry.

#### Course Objectives: This qualification will equip students to provide assistance and support to teachers and students in a range of education settings, including public and independent schools and community education. This course will open opportunities for further studies in Education and career development.

#### Careers: Education assistant; support worker (working with children with disabilities); Teacher assistant; Teacher aide; Aboriginal and/or Torres Strait Islander education worker, Indigenous language and culture teaching assistant.
FACULTY OF WORKFORCE DEVELOPMENT

Course Duration: 0.5 years

Selection Processes: Direct Entry Interview Written Test

Course Structure: Students must successfully complete a minimum of 14 units - 8 core units plus 6 electives. A wide range of elective units is available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units of Study

CHCCCHL301A SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE 30
CHCEDS301A COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT 35
CHCEDS303A CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS 50
CHCEDS312A WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT 35
CHCEDS313A COMMUNICATE WITH STUDENTS 35
CHCEDS314A WORK EFFECTIVELY IN AN EDUCATION TEAM 35
CHCEDS316A COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS 30
HLTOHS300A CONTRIBUTE TO OH&S PROCESSES 20

Elective Units of Study

CHCDIS401A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES 60
CHCCCHL401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 30
CHCDIS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50
CHCCS312A USE ELECTRONIC LEARNING MATERIALS 15
CHCEDS306A SUPPORT THE DEVELOPMENT OF WRITING SKILLS 50
CHCEDS315B SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM 30
CHCEDS322A SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE 35
CHCEDS305A SUPPORT THE DEVELOPMENT OF READING SKILLS 45
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

CERTIFICATE IV IN DISABILITY

Course Code: CHC40308

Campus: Footscray Nicholson, City King St, Industry.

About this course: This course can lead to employment in residential group homes, workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units of Study

Course Objectives: Students will develop skills required to provide support and training to people with disabilities in community based and residential settings. This support will enable people with disabilities to enhance their ability to achieve greater levels of independence, self-reliance and community participation.

Careers: Occupational titles may include: Behavioural support officer, Marketing coordinator, Development officer, Project officer (life enhancement team), Disability officer, Alcohol support officer, Residential care officer, Disability support officer, Job coordinator, Social trainer, Support worker. Core Units

Course Duration: 1 year

Selection Processes: Direct Entry Interview Written Test

Course Structure: Students must successfully complete 14 units - 8 core units plus 6 electives. A wide range of elective units is available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units of Study

CHCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCDIS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS405A FACILITATE SKILLS DEVELOPMENT AND MAINTAINCE 50
CHCDIS401A FACILITATE COMMUNITY PARTICIPATION AND INCLUSION 60
CHCDIS411A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES 60
CHCS402A FACILITATE INDIVIDUALISED PLANS 50
CHCS405A PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS 35
CHC40308A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30

Electives

HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLFA301B APPLY FIRST AID 18
CHCS405A ASSIST CLIENTS WITH MEDICATION 40
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
CHCS424A ADMINISTER AND MONITOR MEDICATIONS 60
CHCS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS

Course Code: CHC40408

Campus: Footscray Park, Industry.

About this course: Participants gaining this qualification develop the skills required to provide a range of services and interventions to clients with alcohol and other drug issues.

Course Objectives: Students will gain a theoretical knowledge base and a range of skills required to assist clients with alcohol and other drugs issues. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Careers: Case worker , Community support worker, Detoxification worker, Drug and alcohol worker, Family support worker, Outreach worker, Support worker.

Course Duration: 1 year

Admission Requirements Other: Students enrolled in other Community Services Programs are able to complete this qualification concurrently

Selection Processes: Direct Entry Interview

Course Structure: To achieve this qualification students must successfully complete 16 units including 9 compulsory units and 7 elective units. A wide range of elective units are available and may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages. Core Units

54
CHCAOD402A WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50
CHCAOD408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES 125
CHCAOD411A PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES 70
CHCCM404A UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS 50
CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCOHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30
HLTA301B APPLY FIRST AID 18
CHCORG405C MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50

Elective Units
CHCHild404A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE 40
CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCIS506A SUPPORT CLIENT SELF MANAGEMENT 50
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CHCAOD406D WORK WITH CLIENTS WHO ARE INTOXICATED 50
CHCAOD409D PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES 150
CHCYTH506A PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES 115
CHCYTH407D RESPOND TO CRITICAL SITUATIONS 90
CHCCS405C SUPPORT COMMUNITY ACTION 90
CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65

CERTIFICATE IV IN LEISURE AND HEALTH
Course Code: CHC40608

Course Objectives: This qualification prepares students for employment in residential facilities and community organisations in a range of sectors to assist with design and implementation of health and leisure programs.

Careers: Community leisure officer; Activities officer; Diversional therapy assistant; Recreation activities officer

Course Duration: 1 year

Admission Requirements Other: Applicants undertake an interview and written test.

Selection Processes: Direct Entry Interview Written Test

Course Structure: To achieve this qualification total of 16 units must be successfully completed including 13 core units and 3 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units

CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS

CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCCS401B FACILITATE RESPONSIBLE BEHAVIOUR 50
CHCCS405A FACILITATE GROUPS FOR INDIVIDUAL OUTCOMES 45
CHCOSHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30
CHCORG405C MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
CHCRH401A WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY 50
CHCRH402A UNDERTAKE LEISURE AND HEALTH PROGRAMMING 65
CHCRH404A PLAN, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS 80
CHCRH405A PLAN LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH COMPLEX NEEDS 45
CHCRH406A APPLY KNOWLEDGE OF HUMAN BEHAVIOUR IN LEISURE ACTIVITY PROGRAMS 55
CHCRH407A APPLY SOCIOLOGICAL CONCEPTS TO LEISURE AND HEALTH 60
HLTAP401A CONFIRM PHYSICAL HEALTH STATUS 90

Elective Units
HLTA301B APPLY FIRST AID 18
CHCGR00403D PLAN AND CONDUCT GROUP ACTIVITIES 50
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
SRCCRO009B CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS 30
CHCDIS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY 50

CERTIFICATE IV IN COMMUNITY SERVICES WORK
Course Code: CHC40708

About this course: This qualification covers workers who provide a range of services and interventions to clients, and/or who implement community education and interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services and workers may have supervisory responsibilities. The qualification: Defines knowledge and skills required by support workers and case workers who work autonomously under the broad guidance of others. Refers to specific knowledge of a client group and appropriate intervention processes applied in residential and community settings.

Course Objectives: This qualification is for people who want the knowledge and skills to provide a range of services and interventions, including community education, for community service organisations. On completion of this course, participants will be eligible to seek employment in the human services field with a range of employment bodies such as community based organisations, residential rehabilitation services and outreach services.

Careers: Occupational titles may include: Case worker, Health education officer, Community services worker, Outreach officer, Community support worker, Support worker, Domestic violence worker, Welfare support worker, Early intervention homelessness worker, Welfare worker or Family support worker.

Course Duration: 1 year

Admission Requirements Year 12: VTAC

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Employer Choice, Direct Application and
VTAC

Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry Employer Choice Interview VTAC

Course Structure: To obtain Certificate IV in Community Services Work, participants must complete a total number of 14 units including: 10 compulsory units; 4 elective units – A wide range of elective units is available and may include: Relevant electives listed below the compulsory units for this qualification, these electives have been grouped to facilitate selection - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages - Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units

CHCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
CHCCHILD401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 30
CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES 50
CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCOR605C MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
HLTHS300A CONTRIBUTE TO OHS PROCESSES 20

Elective Units

CHCCM403C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75
CHCCM401D UNDERTAKE CASE MANAGEMENT 20
CHCCM402D ESTABLISH AND MONITOR A CASE PLAN 50
CHCCM404A UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS 50
CHCD401D ADVOCATE FOR CLIENTS 20
CHCD402D SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS 75
CHADMIN305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75

Course Objectives: This course is designed for individuals working in a full-time, part-time or voluntary basis as assistants in a range of school aged settings. These settings may include before and after school care, holiday/vacation programs, school aged services.

Careers: Assistant OSCH coordinator, Mobile assistant, OSCH assistant, Outside school hours care supervisor/coordinator, Play leader, Recreation assistant/leader.

Course Duration: 9 months

Selection Processes: Direct Entry Interview Written Test

Course Structure: To achieve this qualification 16 units must be successfully completed including 12 core units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

CERTIFICATE IV IN CHILDREN’S SERVICES (OUTSIDE SCHOOL HOURS CARE)

Course Code: CHC41208

Campus: Industry.

About this course: This qualification provides skills and knowledge to work in vacation programs and before and after school care hours activities for school aged children. Outside school hours care workers plan activities and provide care for children, facilitating play and leisure activities and achieve developmental outcomes. Employed positions may include working directly under supervision or have some supervisory responsibilities for volunteers and other workers.

CERTIFICATE IV IN YOUTH WORK (I)

Course Code: CHC41808

Campus: St Albans, Footscray Park, Industry.

About this course: Participants gaining this qualification will gain a strong theoretical knowledge bases and specialised skills to be able to work with young people in a range of community settings.

Course Objectives: Students will develop skills required to facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

Careers: Youth housing support worker, Youth worker, Community development worker (youth), Indigenous youth worker, Recreational youth activities worker, Residential care worker, Support worker residential, Youth alcohol and other drugs
worker, Youth and family resource officer, Youth case worker and Youth and family service worker.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successful completion of VCE/VCAL or equivalent

**Admission Requirements International:** IELTS 5.5

**Admission Requirements Mature Age:** Employer Choice or Direct Application

**Admission Requirements VET:** Not Applicable

**Selection Processes:** Direct Entry Interview User Choice (Apprenticeships) VTAC Written Application

**Course Structure:**

To qualify for the qualification participants must successfully complete a total of 16 units of study, comprising of 11 core units and 5 elective units in accordance with the packaging rules specified in CHC08 Community Services Training Package. Core Units

- CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
- CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
- CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
- CHCICS406A SUPPORT CLIENT SELF MANAGEMENT 50
- CHCYTH401A ENGAGE RESPECTFULLY WITH YOUNG PEOPLE 55
- CHCYTH402A WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT 60
- CHCYTH403A SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES 45
- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
- HLTOHS300A CONTRIBUTE TO OHS PROCESSES 20

And one of the following units:

- CHCYTH407D RESPOND TO CRITICAL SITUATIONS 90
- CHCYTH404D SUPPORT YOUNG PEOPLE IN CRISIS 40

Note, pre-requisite for this unit is:

- CHCYTH301D WORK EFFECTIVELY WITH YOUNG PEOPLE 40

**Elective Units**

- CHCAOD402A WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR 50
- CHCCD508C SUPPORT COMMUNITY ACTION 90
- CHCCS401B FACILITATE RESPONSIBLE BEHAVIOUR 40
- HLFAO301B APPLY FIRST AID 18
- CHCHCILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
- CHCHCILD404A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE 40
- CHCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
- CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
- CHCCS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS 70

---

**CERTIFICATE IV IN CELEBRANCY**

**Course Code:** CHC426D8

**Campus:** City Flinders, Industry.

**About this course:** The units required to be completed for registration will enable the student to be competent in planning, conducting and reviewing ceremonies including: Marriage Ceremony, Name giving Ceremony, Love Commitment Ceremony, Renewal of Vows, Corporate Events, Funerals using music, literature and culturally significant elements as well as complying with Australian legislation. Students will also learn to address the legal requirements and develop sound understanding of the Marriage Act.

**Course Objectives:** This qualification covers the broad based skills and knowledge that underpin a range of Celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants and providing a range of electives representing different aspects of Celebrancy work. Celebrants may specialise in a range of areas of Celebrancy as well as developing skills to manage their own business operations.

**Careers:** Employment opportunities may include; celebrant, civil celebrant, marriage celebrant and funeral celebrant.

**Course Duration:** 3 months

**Admission Requirements Year 12:** not applicable

**Admission Requirements International:** not applicable

**Admission Requirements Mature Age:** Written application supporting reasons for participating in the course.

**Admission Requirements VET:** not applicable

**Selection Processes:** Direct Entry Interview Written Application

**Course Structure:**

To achieve the qualification a total of 13 units must successfully completed consisting of 5 core units, 8 elective units. Four electives are mandatory and the remaining 4 elective units can be selected appropriately to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages as approved by the School of Community Services. Ongoing Professional Development (OPD) cannot be gained by recognition of prior learning (RPL). Requirements for the five compulsory subjects and the four compulsory marriage Celebrancy subjects must be done by coursework. Thirteen (13) Units must be completed for the Certificate IV. Nine of these units are particularly relevant to the Marriage Celebrant aspect of this qualification. This means that you can still gain recognition of prior learning (RPL) for four of the optional subjects. Core Units

- CHCCS513A MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT 45
- CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
- CHCNET404A FACILITATE LINKS WITH OTHER SERVICES 70
- CHCYTH504A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION 55
- CHCYTH505D SUPPORT YOUTH PROGRAMS 150
- CHCYTH608C MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS 150
- HLTOHS400A MAINTAIN OHS PROCESSES 40
- CHCYTH506A PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES 115
- CHCPO403B UNDERTAKE RESEARCH ACTIVITIES 50
- CHCPOL504B DEVELOP AND IMPLEMENT POLICY 90
- CHC426D8 WORK WITHIN SPECIFIC COMMUNITIES 70
- CHCH426B SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION 50

---

**SCHOOL OF COMMUNITY SERVICES**
DIPLOMA OF LEISURE AND HEALTH

Course Code: CHC50508

Course Objectives: The Diploma of Leisure and Health equips graduates to fulfil a coordination role in the design, implementation and evaluation of health and leisure programs. In addition, it prepares graduates to be responsible for other workers.

Careers: Activities coordinator; Community leisure coordinator; Diversional therapist; Leisure services coordinator/manager; Recreational activities officer

Course Duration: 1 year

Admission Requirements Other: To gain entry into CHC50508 Diploma of Leisure and Health a candidate must be recognised

Selection Processes: Direct Entry Interview

Prerequisite Unit Requirements: To gain entry into CHC50508 Diploma of Leisure and Health a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units of competency from CHC40608 Certificate IV in Leisure and Health: CHCCOM403A Use targeted communication skills to build relationships

DIPLOMA OF COMMUNITY SERVICES WORK (I)

Course Code: CHC50608

Course Objectives: Students will develop skills required to deliver services, provide programs and develop projects for people in a range of community based settings. Programs are designed to address the social, behavioural, health, welfare, developmental and protection needs of the community.

Careers: Community Welfare worker, Community worker, Case Manager, Community Services Worker, Program Coordinator, Coordinator, Case worker, Support Facilitator, Family Support Worker, Welfare Worker, Senior Youth Officer/Chaplain.

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent

Admission Requirements International: IELTS 5.5
**Admission Requirements Mature Age:** Direct or VTAC entry

**Admission Requirements VET:** Not Applicable

**Selection Processes:** Direct Entry Interview VTAC Written Test

**Course Structure**
To achieve this qualification a total of 18 units must be completed including 13 core units and 5 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM504A</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION</td>
<td>80</td>
</tr>
<tr>
<td>CHCLD514A</td>
<td>ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES</td>
<td>100</td>
</tr>
<tr>
<td>CHCCD514A</td>
<td>IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES</td>
<td>70</td>
</tr>
<tr>
<td>CHCLD415A</td>
<td>CONFIRM CLIENT DEVELOPMENTAL STATUS</td>
<td>60</td>
</tr>
<tr>
<td>CHCCS500A</td>
<td>CONDUCT COMPLEX ASSESSMENT AND REFERRAL</td>
<td>65</td>
</tr>
<tr>
<td>CHCCSL501A</td>
<td>WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK</td>
<td>90</td>
</tr>
<tr>
<td>CHCCM503C</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCCW503A</td>
<td>WORK INTENSIVELY WITH CLIENTS</td>
<td>75</td>
</tr>
<tr>
<td>CHCGROUP403D</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR6428A</td>
<td>REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>HLTHS500A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>And one unit from each of the following groups of units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCAD603A</td>
<td>PROVIDE SYSTEMS ADVOCACY SERVICES</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS502A</td>
<td>MAINTAIN LEGAL AND ETHICAL WORK PRACTICES</td>
<td>70</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCCS522A</td>
<td>ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE</td>
<td>90</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS400A</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>VBP714</td>
<td>PREPARE FOR TERTIARY RESEARCH AND STUDY</td>
<td>40</td>
</tr>
<tr>
<td>CHCPOL403B</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCCSL503A</td>
<td>FACILITATE THE COUNSELLING RELATIONSHIP</td>
<td>120</td>
</tr>
<tr>
<td>CHCCDS16A</td>
<td>WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES</td>
<td>95</td>
</tr>
<tr>
<td>CHCCS421A</td>
<td>UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY</td>
<td>80</td>
</tr>
<tr>
<td>CHCCD505D</td>
<td>DEVELOP COMMUNITY RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG506C</td>
<td>COORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN604A</td>
<td>MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION</td>
<td>90</td>
</tr>
<tr>
<td>CHCCDS09C</td>
<td>SUPPORT COMMUNITY LEADERSHIP</td>
<td>90</td>
</tr>
<tr>
<td>CHCPOL504B</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>90</td>
</tr>
</tbody>
</table>

**DIPLOMA OF COMMUNITY WELFARE WORK (I)**

**Course Code:** CHC50702

**Campus:** Footscray Nicholson.

**About this course:** This course applies to workers who are usually involved in direct client work with individuals, groups and community development projects. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers. Please note, this course will be replaced for 2010 delivery by Diploma of Community Services (CHC50608).

**Course Objectives:** This course provides participants with the skills and knowledge required to work in the Community Welfare sector through direct client work, group work and community development projects.

**CAREERS:** This course is suited to those who wish to pursue a career working in Human Service organisations, Community Work or the Community Welfare Sector. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

**Course Duration:** 2 years

**Admission Requirements Year 12:** not applicable

**Admission Requirements International:** To qualify for admission students must have completed paid and/or voluntary community service related work, and be able to demonstrate their ability to undertake formal study. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, or from work and/or life experience.

**Admission Requirements Mature Age:** To qualify for admission students must have completed paid and/or voluntary community service related work, and be able to demonstrate their ability to undertake formal study. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, or from work and/or life experience.

**Admission Requirements VET:** not applicable

**Admission Requirements Other:** To qualify for admission students must have completed paid and/or voluntary community service related work, and be able to demonstrate their ability to undertake formal study. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, or from work and/or life experience.

**Selection Processes:** Interview VTAC Written Application

**Course Structure**
This course is offered over 1252 hours full-time or part-time equivalent. Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCM3B</td>
<td>DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT</td>
<td>75</td>
</tr>
<tr>
<td>CHCCM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCD51B</td>
<td>DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY</td>
<td>150</td>
</tr>
<tr>
<td>CHCCW51B</td>
<td>WORK WITH CLIENTS INTENSIVELY</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCNET3B</td>
<td>DEVELOP NEW NETWORKS</td>
<td>75</td>
</tr>
<tr>
<td>CHCRES6B</td>
<td>CO-ORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCPOL3A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
<tr>
<td>CHCOR628A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCADMIN4B</td>
<td>MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN5B</td>
<td>MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN603C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS501A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOL3A</td>
<td>UNDERTAKE RESEARCH ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCPOL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
</tr>
</tbody>
</table>

59
DIPLOMA OF COMMUNITY DEVELOPMENT (I)
Course Code: CHCS0708
Course Objectives: Students will gain theoretical knowledge and specialised skills to facilitate the development and resourcing of communities in a range of contexts.
Careers: Community Development Officer, Community Builder, Neighbourhood Centre Manager, Project Manager, Settlement Worker, Community Housing Worker.
Course Duration: 2 years
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements International: IELTS 5.5
Admission Requirements Mature Age: Applicants must have 2 years work experience and knowledge of community development or have achieved specified competency from the Certificate IV in Community Development.
Admission Requirements VET: Not Applicable
Admission Requirements Other: Applicants must have 2 years work experience and knowledge of community development or have achieved specified competency from the Certificate IV in Community Development.
Selection Processes: Direct Entry Interview VTAC Written Application
Prerequisite Unit Requirements: To gain entry into Diploma of Community Development a candidate must be recognised as competent in HLTOH300A Contribute to OHS processes OR Have sufficient relevant experience and knowledge of community development work to indicate likely success at this level of qualification in a job role involving: - The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills - A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required and including work with culturally diverse clients and co-workers - The exercise of discretionary judgement and decision making under general guidance.
Course Structure: To achieve this qualification 15 units must be successfully completed: 9 core units and 6 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core Units

BSBPMG510A MANAGE PROJECTS 60
CHCDD509C SUPPORT COMMUNITY LEADERSHIP 90
CHCDD504A IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES 70
CHCDD515A COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT 70
CHCCD516A WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES 95
CHLCD514A ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES 100
CHCPOL403B UNDERTAKE RESEARCH ACTIVITIES 50

And one of the following units

CHCAD3A UNDERTAKE SYSTEMS ADVOCACY 90

Elective Units of Study
Four elective units will be undertaken from the Community Services Training Package as chosen by the Department.

CHCCS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE 90
or
CHCC502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
Electives
VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY 40
CHCA603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCRG6428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY 80

DIPLOMA OF CHILDREN’S SERVICES (EARLY CHILDHOOD EDUCATION AND CARE) (I)
Course Code: CHCS0908
Campus: Footscray Nicholson, St Albans, Werribee, Industry.
Course Objectives: This qualification covers workers in children’s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level workers have responsibility for supervision of other staff and volunteers. In most states it is the highest qualification required at director or service manager level for children’s service centre-based care.
Careers: Child care supervisor, director, service manager
Course Duration: 2 years
Admission Requirements Year 12: VCE and or equivalent
Admission Requirements International: IELTS 5.5
Admission Requirements Mature Age: VTAC, Direct Entry, interview, written application
Selection Processes: Direct Entry Interview VTAC Written Application Written Test
Course Structure: 18 units must be selected for this qualification including 13 compulsory units and 5 elective units. A wide range of elective units are available and may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.
Compulsory Pre-requisite Units

CHCC500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL 65
CHCRG6506C COORDINATE THE WORK ENVIRONMENT 90
CHCPOLS50B MANAGE RESEARCH ACTIVITIES 75
CHCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT 75

CHCCS501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK 90
CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK 65
CHCCD505D DEVELOP COMMUNITY RESOURCES 90
HLTOH300A CONTRIBUTE TO OHS PROCESSES 20
CHCADMIN403C UNDERTAKE ADMINISTRATIVE WORK 50
CHCGRUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
### Diploma of Children's Services (Outside School Hours Care)

**Course Code:** CHC51008

**Campus:** St Albans, Industry.

**Course Objectives:** This course is designed for individuals working in a full-time, part-time or voluntary basis as assistants to school-aged children in a range of settings. These settings may include before and after school care, holiday/vacation programs, school aged services.

**Careers:** Outside school hours care coordinator/worker, Program Leader, Service Director/Manager, Vacation care coordinator, Group coordinator/leader and Director of Outside School Hours Care.

**Course Duration:** 1 year

**Admission Requirements Other:** To gain entry students must complete the CHC41208 Certificate IV in OSHC.

**Selection Processes:** Direct Entry Employer Choice Interview User Choice (Apprenticeships) Written Test

**Course Structure** To achieve the qualification 18 units must be successfully completed including 11 core units and 7 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

### Compulsory Core Units

- **CHCCN511A** Establish and Maintain a Safe and Healthy Environment for Children 40
- **CHCFC512A** Foster Physical Development in Middle Childhood 40
- **CHCFC513A** Foster Social Development in Middle Childhood 70
- **CHCFC514A** Support Emotional and Psychological Development in Middle Childhood 40
- **CHCFC515A** Foster Cognitive Development in Middle Childhood 70
- **CHCIC501A** Manage Children's Services Workplace Practice to Address Regulations and Quality Assurance 120
- **CHCIC510A** Establish and Implement Plans for Developing Cooperative Behaviour 40
- **CHCIC512A** Plan and Implement Inclusion of Children with Additional Needs 40
- **CHCPR502D** Organise Experiences to Facilitate and Enhance Children's Development 80
- **CHCPR509A** Gather, Interpret and Use Information about Children 70
- **CHCRF511A** Work in Partnership with Families to Provide Appropriate Care for Children 70

### Elective Units

- **CHCCN305A** Provide Care for Babies 40
- **CHCORG303A** Participate Effectively in the Work Environment 20
- **CHCRF301D** Work Effectively with Families to Care for the Child 25
- **CHCPR302A** Support Sustainable Practice 30
- **CHCCOM302C** Communicate Appropriately with Clients and Colleagues 20

### Additional Elective Units

- **CHCIC302A** Support Aboriginal and/or Torres Strait Island Families to Participate in Children's Services 30
- **CHCIC511A** Implement and Promote Inclusive Policies and Practices in Children’s Services 40
- **CHCIC512A** Plan and Implement Inclusion of Children with Additional Needs 40
- **CHCPOL504B** Develop and Implement Policy 90
- **CHCRFL30A** Design, Implement and Evaluate Programs and Care Routines for Children 170
- **CHCRF511A** Work in Partnership with Families to Provide Appropriate Care for Children 70

### Electives

- **CHCIC302A** Support Aboriginal and/or Torres Strait Island Families to Participate in Children’s Services 30
FACULTY OF WORKFORCE DEVELOPMENT

CHC511A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES 40
CHCFC508A FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT 70
CHCOR6428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
CHCP515A DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE 50
BSANGT401A SHOW LEADERSHIP IN THE WORKPLACE 50
CHCOR6627B PROVIDE MENTORING SUPPORT TO COLLEAGUES 60

DIPLOMA OF COMMUNITY DEVELOPMENT (I)
Course Code: CHC51402
Campus: Footscray Nicholson.
About this course: This course applies to community work delivered through a broad range of services which contributes to the development of community capacity by community consultation, public education, health promotion and advocacy.
Careers: Community capacity building, community engagement, community development work, community projects in non government and government programs.
Course Selection Processes:
Course Structure The course consists of 19 units of study, made up of 16 core units and 3 non core units. Core Units of Study
CHCAD3A UNDERTAKE SYSTEMS ADVOCACY 90
CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
CHCCD5B DEVELOP COMMUNITY RESOURCES 90
CHCCD8B SUPPORT COMMUNITY ACTION 90
CHCCD9B SUPPORT COMMUNITY LEADERSHIP 90
CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY 70
CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY 150
CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES 75
CHCC5402A RESPOND HOLISTICALLY TO CLIENT ISSUES 75
CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS 90
CHCNET3B DEVELOP NEW NETWORKS 75
CHCNET4A WORK WITH OTHER SERVICES 70
CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50
CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES 50
CHCPOL4A DEVELOP AND IMPLEMENT POLICY 70
CHCPOL5A MANAGE RESEARCH ACTIVITIES 75
Elective Units of Study The current non core units offered are: CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCOR628A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS 90

DIPLOMA OF YOUTH WORK (I)
Course Code: CHC51408
Campus: St Albans, Footscray Park, Industry.
About this course: Participants gaining this qualification will gain a strong theoretical knowledge bases and specialised skills to be able to work with young people in a range of community settings.
Course Objectives: Students will develop skills required to facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. Students will also gain specialised skills required to work with young people.
Careers: Case Manager, Co-ordinator Youth and Family Services, Co-ordinator Youth Services, Program Manager, Senior Case Worker, Senior Youth Worker, Youth Work Team Leader.
Course Duration: 1 year
Selection Processes: Direct Entry Interview VTAC Written Application
Course Structure The units in the Certificate IV in Youth Work are Prerequisites for entry to this qualification. To qualify for the qualification, participants must successfully complete a total of 15 units or study, comprising of 12 core units and 3 elective units in accordance with the packaging rules specified in CHC08 Community Services Training Package. Core Units
CHCSS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
CHCSS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS 70
CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES 50
CHCSS513A MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT 45
CHCCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80
CHCNET404A FACILITATE LINKS WITH OTHER SERVICES 70
CHCYTH405D SUPPORT YOUTH PROGRAMS 150
HLTOHS400A MAINTAIN OHS PROCESSES 40
CHCYTH404A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION 55
CHCCHILD404A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE 40
CHCYTH506A PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES 115
Elective Units
CHCOR706C COORDINATE THE WORK ENVIRONMENT 90
CHCPOL504B DEVELOP AND IMPLEMENT POLICY 90
CHCPOL403B UNDERTAKE RESEARCH ACTIVITIES 50
CHCDD508C SUPPORT COMMUNITY ACTION 90
CHC5242A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75
CHCYTH407D RESPOND TO CRITICAL SITUATIONS 90
ADVANCED DIPLOMA OF DISABILITY
Course Code: CHC60108


Course Objectives: Students will develop skills required to manage services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children's services, alcohol and other drugs, mental health, disability, aged and community care.

Careers: Case manager; Disability development and support officer; House supervisor; Service coordinator; Supervisor; Team leader; Unit manager

Course Duration: 2 years

Admission Requirements Year 12: not applicable

Admission Requirements International: not applicable

Admission Requirements VET: not applicable

Selection Processes: Direct Entry Interview

Course Structure: To achieve the qualification a total of units must completed including 16 core units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services. Core units

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES 90
CHCADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION 90
CHCC5604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
CHCC5607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS 75
CHCDS531A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES 125
CHCINF604C MANAGE THE ORGANISATION'S INFORMATION SYSTEMS 75
CHCNET503C DEVELOP NEW NETWORKS 75
CHCOR6428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE 120
CHCOR6607C MANAGE WORKPLACE ISSUES 75
CHCOR6608B ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES 75
CHCOR6610A MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION 150
CHCOR6611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
CHCOR6619C MANAGE QUALITY OF ORGANISATION'S SERVICE DELIVERY OUTCOMES 90
CHCOR6620C PROMOTE AND REPRESENT THE SERVICE 90
HLTOH500A MANAGE OHS PROCESSES 40

And one of the following units

CHCCW503A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS 55
or
CHCCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION 80

Elective Units

CHCMH504D PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES 150
CHCSS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY 75

or

CHCCW503A WORK INTENSIVELY WITH CLIENTS 75
CHCOR6627B PROVIDE MENTORING SUPPORT TO COLLEAGUES 60
CHCPOL606B COORDINATE POLICY DEVELOPMENT 90
CHCPOL504B DEVELOP AND IMPLEMENT POLICY 90
CHCOR6641A MANAGE A COMMUNITY SECTOR ORGANISATION 80
CHPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE 60
CHCOR6615C PROMOTE THE ORGANISATION 130
CHCINF6606C MANAGE INFORMATION STRATEGICALLY 90
BSBOH5509A ENSURE A SAFE WORKPLACE 60

ADVANCED DIPLOMA OF CHILDREN'S SERVICES
Course Code: CHC60208


About this course: Learn how to manage child care settings and provide specialist services in early childhood education and care. In this Advanced Diploma you will develop your skills to be able to provide specialist children's services. You will also learn how to mentor and supervise other workers, and to work intensively with clients who have complex needs. This course is delivered online.

Course Objectives: This course aims to provide qualified children's services workers with advanced level management and leadership skills in early childhood education and care settings.

Careers: Director of Children's Services Centre, Manage Programs within a children's services setting.

Course Duration: 1 year

Admission Requirements Year 12: not applicable

Admission Requirements International: not applicable

Admission Requirements Mature Age: Applicants must have successfully completed the Diploma of Children's Services (Early childhood education and care). CHC50908. Written application or equivalent.

Admission Requirements VET: not applicable

Selection Processes: Direct Entry Employer Choice Interview User Choice (Apprenticeships) Written Application Written Test

Course Structure: 13 units must be selected for this qualification including: &H22A; 7 compulsory units &H22A; 6 elective units. A wide range of elective units is available to address workplace requirements at this level or higher in Community Services and/or Health Training Packages - Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages. Compulsory Units

BSBMMG608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
CHCC5604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
CHCOR6611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
CHCOR6620C PROMOTE AND REPRESENT THE SERVICE 90
CHCOR6624C PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY 120
CHCOR6627B PROVIDE MENTORING SUPPORT TO COLLEAGUES 60

BSBMMG608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES 70
CHCC5604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS 90
CHCOR6611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE 80
CHCOR6620C PROMOTE AND REPRESENT THE SERVICE 90
CHCOR6624C PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY 120
CHCOR6627B PROVIDE MENTORING SUPPORT TO COLLEAGUES 60
CHC60308

Course: ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT


Course Objectives: Students will develop skills required to manage services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children’s services, alcohol and other drugs, mental health, disability, aged and community care.

Careers: Centre Manager, Community Care Manager, Community Services Manager, Community Education Manager, Project Manager, Volunteer Program Manager.

Course Duration: 2 years

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC6032A</td>
<td>SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN’S SERVICES</td>
<td>30</td>
</tr>
<tr>
<td>CHC620C</td>
<td>MANAGE COMPLEX BEHAVIOURAL SITUATIONS</td>
<td>30</td>
</tr>
<tr>
<td>CHC640C</td>
<td>MANAGE THE ORGANISATION'S INFORMATION SYSTEMS</td>
<td>75</td>
</tr>
<tr>
<td>CHCOR628A</td>
<td>REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>BSNMG514A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR660A</td>
<td>MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION</td>
<td>150</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCPOL504B</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR6619C</td>
<td>MANAGE QUALITY OF ORGANISATION’S SERVICE DELIVERY OUTCOMES</td>
<td>90</td>
</tr>
<tr>
<td>CHCINF604C</td>
<td>MANAGE THE ORGANISATION’S INFORMATION SYSTEMS</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS604A</td>
<td>MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR660B</td>
<td>ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS607D</td>
<td>COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS</td>
<td>75</td>
</tr>
</tbody>
</table>

VOCATIONAL GRADUATE CERTIFICATE IN COMMUNITY SERVICES PRACTICE (CLIENT ASSESSMENT AND CASE MANAGEMENT)

Course Code: CHC70208


About this course: These qualifications cover those workers who are advanced practitioners in the two specialised fields identified and who require a high level of knowledge and skills in their area of specialisation for application in the following contexts: &amp;#8226; Provide specialist services to clients with complex and diverse needs &amp;#8226; Act as a resource for other workers &amp;#8226; Provide practice supervision of staff including volunteers &amp;#8226; Work intensively with clients. Workers at this level are making high level, independent, complex judgements in highly specialist contexts. Their role may also involve full responsibility and accountability for all aspects of work of self and others and functions including service planning, delivery and evaluation.

Course Objectives: This qualification is intended to develop specialist knowledge and skills for advanced practitioners in the Community Services sector. It strengthens graduates’ capabilities in high level, independent and complex judgements in specialised fields of practice. Graduates will work in advanced case-management and assessment roles in statutory and voluntary contexts.

Careers: Relevant career opportunities are Case manager; Care manager; Assessment officer; Assessor.

Course Duration: 0.5 years

Admission Requirements Mature Age: This qualification is suited to candidates who are currently employed and have significant experience working as a practitioner in a specialist area of work in the community sector. It is recommended that candidates have: An undergraduate degree or postgraduate qualification in a discipline related to work in the community sector OR Significant previous experience in a community sector organisation with substantial depth in the specialist area of practice and independent judgement and decision making responsibilities.

Selection Processes: Direct Entry Interview

Course Structure To achieve this qualification participant must successfully complete 10 units including: &amp;#8226; 3 core units &amp;#8226; 7 elective units (Five elective units required for specialisation in Client Assessment and Case Management and two relevant electives from Community Services, Health or other relevant Training Packages). This course is currently customised for delivery to specific industry clients who are currently employed in the industry. Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCS805A</td>
<td>UNDERTAKE PROFESSIONAL REFLECTION</td>
<td>75</td>
</tr>
<tr>
<td>CHCOR670A</td>
<td>PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY</td>
<td>60</td>
</tr>
<tr>
<td>CHCPOL701A</td>
<td>USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE</td>
<td>60</td>
</tr>
<tr>
<td>CHCPOL701A</td>
<td>USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS604A</td>
<td>MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCS605A</td>
<td>MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS</td>
<td>80</td>
</tr>
<tr>
<td>CHCCS607D</td>
<td>COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS</td>
<td>75</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN NON-EMERGENCY CLIENT TRANSPORT
Course Code: HLT30207
Campus: St Albans, Other.

About this course: This course gives students the knowledge and skills required to provide non-emergency transport of patients.

Course Objectives: This qualification is required for those who want to work in the non-emergency ambulance transport sector to provide transport for clients. Transport services of this kind are usually pre-arranged and time response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or care for non-acute or chronic or disability.

Careers: When you graduate you will be qualified to be a Patient Transport Officer, Ambulance Transport Officer or Patient Transport Attendant.

Course Duration: 0.5 years
Selection Processes: Interview Written Application
Course Structure: The course is part-time for six months. This is a full fee paying course. This course is offered on a part time basis. Core Units of Study

Unit of Study Code

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>HLOHS200A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTH301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMBFC301B</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>20</td>
</tr>
<tr>
<td>HLTAMB301A</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
<td>70</td>
</tr>
<tr>
<td>HLFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>HLFA402B</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>BSBMED200A</td>
<td>USE BASIC MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
</tbody>
</table>

Five Elective Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>HLOHS300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTH301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>70</td>
</tr>
<tr>
<td>HLTAMB402B</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC3A</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS11C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
</tbody>
</table>

CERTIFICATE IV IN HEALTH CARE (AMBULANCE)
Course Code: HLT41007
Campus: St Albans.

About this course: Develop skills to become an ambulance attendant. In this course you will learn basic client care and patient transport skills for emergency response situations.

Course Objectives: The aim is that graduates will acquire the skills and knowledge to work in the non-emergency ambulance transport sector to provide transport for clients. There are nine pre-requisite units required to be achieved to articulate to the Diploma of Paramedical Science (Ambulance).

Careers: Occupational titles may include non-emergency patient transport officer.

Course Duration: 1 year

Admission Requirements Year 12: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements International: Not available

Admission Requirements Mature Age: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Admission Requirements VET: Not available

Admission Requirements Other: All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills (IELTS level 5.5) and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.

Selection Processes: Direct Entry Written Application

Course Structure: This qualification requires the successful completion of 19 competency units including 11 core and 8 elective units. A wide range of elective units are available and may include: Relevant electives listed below the compulsory units for this qualification Competency units available at Certificate IV level or higher in the Health and or Community Services Training Packages Core Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>BSBFLM303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>HLOHS300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTH301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>70</td>
</tr>
<tr>
<td>HLTAMB402B</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC3A</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS11C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
<tr>
<td>HLTAMB402B</td>
<td>TRANSPORT EMERGENCY CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC3A</td>
<td>ORIENTATION TO AGED CARE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS11C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
</tbody>
</table>
DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)

Course Code: HLT50402

This course is for Continuing students only.

Campus: St Albans, Other.

Course Objectives: The course aims to provide the knowledge and skills required of workers employed by private non-emergency patient transport companies in Victoria to deliver non-emergency patient care and transport services. Requirements vary from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.

Careers: To apply for positions of ambulance transport attendant (the primary officer) in the private, non-emergency transport sector in Victoria.

Course Duration: 2 years

Selection Processes: Interview Written Application

Course Structure: The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent. This course is offered on a part-time basis. Core Units of Study (980 nominal hours)

Unit of Study Code

Certificate III in Asset Maintenance (Cleaning Operations)

Course Code: PRM30104

Campus: Industry.

Course Objectives: This program provides participants with the knowledge and skills to undertake specialist cleaning maintenance duties. Successful participants will be competent to work up to supervisory level for cleaning contractors, work within recognized process and methods.

Careers: Successful completion of this qualification provides you with the opportunity to become a cleaner and also an opportunity as an on-site manager of a professional cleaning operation.
Course Duration: 1 year

Admission Requirements Year 12: Employer Choice

Admission Requirements International: Not applicable

Admission Requirements Mature Age: Employer Choice

Admission Requirements VET: Employer Choice

Admission Requirements Other: Employer Choice / SpiritWest Services

Selection Processes: Employer Choice

Course Structure To achieve a Certificate III in Asset Maintenance (Cleaning Operations), a total 19 units must be completed. This comprises of 5 core units and 14 elective units: Core Units

- PRMCL33B PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES 15
- PRMCL35B MAINTAIN A CLEANING STORAGE AREA 15
- PRMCL39A SUPPORT LEADERSHIP IN THE WORKPLACE 50
- PRMCMN201A PARTICIPATE IN WORKPLACE SAFETY ARRANGEMENTS 25
- PRMCMN301A CONTRIBUTE TO WORKPLACE SAFETY ARRANGEMENTS 30

Elective Units

- PRMCL40A PREPARE FOR WORK IN THE CLEANING INDUSTRY 25
- PRMCMN101A FOLLOW WORKPLACE SAFETY ARRANGEMENTS 25
- PRMCL41A APPLY BASIC COMMUNICATION SKILLS 15
- PRMCMN202A PROVIDE EFFECTIVE CLIENT SERVICE 40
- PRMCMN302A RESPOND TO CLIENT INQUIRIES AND COMPLAINTS 40
- PRMCL14B MAINTAIN A ‘CLEAN ROOM’ ENVIRONMENT 10
- PRMCL24B CONTROL THE SUPPLY OF RESOURCES TO THE WORK SITE 25
- PRMCL01B MAINTAIN A HARD FLOOR SURFACE 15
- PRMCL09B CLEAN GLASS SURFACES 10
- PRMCL17B CLEAN A WET AREA 20
- PRMCL13B CLEAN WINDOW COVERINGS 10
- PRMCC07A PERFORM BASIC STAIN REMOVAL 20
- PRMCL36B CLEAN AT HIGH LEVELS 10
- PRMCL19B REMOVE WASTE 10
- PRMCL02B RESTORE A HARD FLOOR SURFACE 15
- PRMCL03B REPLACE A HARD FLOOR FINISH 20
UNITs

Below are subject details for courses offered by the School of Community Services in 2011. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBMed201A USE BASIC MEDICAL TERMINOLOGY

Descriptions: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.

Nominal Hours: 30
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

CHCAC3A ORIENTATION TO AGED CARE WORK

Descriptions: Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.

Nominal Hours: 50
Assessment: As per accredited curriculum

CHCAD3A UNDERTAKE SYSTEMS ADVOCACY

Descriptions: Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.

Nominal Hours: 90
Assessment: Written assignment, case study

CHCAD402D SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS


Descriptions: This unit describes the knowledge and skills required by the worker to uphold the interests and rights of clients within the organisation.

Nominal Hours: 75
Required Reading: No required text
Assessment: Assessment may include observation, questioning and evidence gathered from a workplace environment which can include testimonials from colleagues or clients.

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION

Descriptions: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.

Nominal Hours: 90
Assessment: As per accredited curriculum

CHCAD504A PROVIDE ADVOCACY AND REPRESENTATION SERVICES


Descriptions: This unit describes the knowledge and skills required by the worker to represent the interests of service users, the community and/or the community services and health industries. Representation will include the development of community representative and industry participative roles and positions in influencing policy processes and decision-making forums.

Nominal Hours: 80
Required Reading: No required text
Assessment: Assessment methods may include: case studies, projects, role plays, observation of processes and procedures and oral and/or written questioning.

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES


Descriptions: This unit describes the knowledge and skills required by the worker to advocate to ensure that the rights and needs of consumers and clients issues are maintained within the broader rights and needs of the general community.

Nominal Hours: 90
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed byroleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCADMin305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Descriptions: This unit describes the knowledge and skills required to work within an organisation’s administration protocols in both community and government settings.

Nominal Hours: 75
Required Reading: Developing Office Skills Kerr, N & Yates, B 2003 4th ed Pearson Frenchs Forrest, NSW
Assessment: This unit may be assessed in-class assessments, group assessments, role plays, written assignments, presentations and verbal discussions.

CHCADMin403C UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.

Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment may include: written assignment, project and presentation.

CHCADMin404B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES

Descriptions: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.

Nominal Hours: 90
Required Reading: -
Assessment: Budget, submission

CHADMIN604A  MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION
Descriptions: This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements
Nominal Hours: 90
Required Reading: No reading required
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in class assessment activities. This unit is partially assessed in the workplace or simulated environment.

CHCAOD201D  PREPARE FOR ALCOHOL AND OTHER DRUGS WORK
Locations: St Albans, Industry.
Descriptions: This unit describes the introductory knowledge and skills required to prepare a worker for working with clients.
Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD402A  WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required by all workers who may be working primarily with clients with alcohol and other drugs (AOD) issues and provides a basic introduction to values, services and approaches applied to work in this sector.
Nominal Hours: 50
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD406D  WORK WITH CLIENTS WHO ARE INTOXICATED
Locations: Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to work with alcohol and/or other drug affected clients in a range of settings including night patrols, detoxification/withdrawal units and sobering up shelters.
Nominal Hours: 50
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations, case simulations and verbal discussions.

CHCAOD408A  ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/
CHCCD1B  SUPPORT COMMUNITY PARTICIPATION

Descriptions: Work with individuals and the community to promote participation; Support existing community activities.
Nominal Hours: 50
Assessment: As per accredited curriculum

CHCCD2B  PROVIDE COMMUNITY EDUCATION PROJECTS

Descriptions: Develop the education project; Deliver the education project; Review the education project.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCD307C  SUPPORT COMMUNITY RESOURCES

Locations: Footscray Nicholson, St Albans, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to provide and maintain support to community groups
Nominal Hours: 30
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCD412A  WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK

Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Nominal Hours: 65
Required Reading: No required texts
Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded

CHCCD413D  WORK WITHIN SPECIFIC COMMUNITIES

Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required to work with individuals or groups in specific communities.
Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCD4B  DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Descriptions: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Nominal Hours: 150
Assessment: Written report, group work task

CHCCD505D  DEVELOP COMMUNITY RESOURCES

Descriptions: This unit describes the knowledge and skills required to work with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups
Nominal Hours: 90
Required Reading: No text required
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD508C  SUPPORT COMMUNITY ACTION

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to support the community to represent their own needs through social and public action.
Nominal Hours: 90
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays; written assessments, presentations and verbal discussions.

CHCCD509C  SUPPORT COMMUNITY LEADERSHIP

Descriptions: This unit describes the knowledge and skills required to design, provide and promote a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Nominal Hours: 90
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD514A  IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES

Descriptions: This unit describes the knowledge and skills required to work with individuals, groups and the community to identify issues and develop cooperative processes to facilitate change
Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays; written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCCD515A  COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT

Descriptions: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective operations within the community development environment.
Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCCDS16A  WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES
Descriptions: This unit describes the knowledge and skills required to work within community and government structures to enable community development processes.
Nominal Hours: 95
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by projects; roleplays; written assignments; group work; class discussion; oral presentations or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCDS5B  DEVELOP COMMUNITY RESOURCES
Descriptions: Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Nominal Hours: 90
Assessment: Project, placement workbook, class activities

CHCCDS8B  SUPPORT COMMUNITY ACTION
Descriptions: Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Nominal Hours: 90
Assessment: Written assignments, in class assessment, verbal or written discussion, group assessment

CHCCDS9B  SUPPORT COMMUNITY LEADERSHIP
Descriptions: Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Nominal Hours: 90
Assessment: Simulation, written assignment

CHCCCEL401A  WORK EFFECTIVELY IN A CELEBRANCY ROLE
Locations: City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required by celebrants to work effectively in the celebrancy context.
Nominal Hours: 45
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCCEL402A  ESTABLISH AND MAINTAIN KNOWLEDGE OF LEGAL RESPONSIBILITIES OF A MARRIAGE CELEBRANT
Locations: City Flinders, Industry.
Descriptions: This unit describes the knowledge required to be developed and maintained by marriage celebrants to fulfil their legal responsibilities under the Marriage Act 1961 and Marriage Regulations 1963, including the Code of Practice for Marriage Celebrants. It is a pre-requisite for enrolment in all other units of competency specific to marriage celebrancy.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCCEL403A  DEVELOP AN EFFECTIVE RELATIONSHIP WITH A MARRYING COUPLE
Locations: City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required by marriage celebrants to communicate with and develop appropriate relationships with marrying couples.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCCEL404A  PLAN A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS
Locations: City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required by marriage celebrants to prepare for and plan marriage ceremonies in line with legal requirements.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCCEL405A  CONDUCT AND REVIEW A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS
Locations: City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required by marriage celebrants to conduct and review marriage ceremonies.
Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
CHCCEL406A  IDENTIFY AND ADDRESS CLIENT NEEDS IN A CELEBRANCY ROLE

Locations: City Flinders, Industry.

Descriptions: This unit describes the knowledge and skills required by celebrants to work with clients in the celebrancy context to clarify their needs and identify services to address those needs.

Nominal Hours: 35
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCH426B  SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION

Locations: St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required to involve service users in the organisation.

Nominal Hours: 50
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCHL1D  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM


Descriptions: Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.

Nominal Hours: 30
Required Reading: No required text
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies. Graded assessments for the Cert IV and Diploma in Youth Work

CHCCHL301A  SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the knowledge and skills for workers to apply strategies to guide responsible behaviour in a safe and supportive environment.

Nominal Hours: 30
Required Reading: No required text
Assessment: Students are required to complete projects, written assignments, group work and presentations.

CHCCHL401A  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, policies and procedures in responding to children and young people.

Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment may include observation, questioning and evidence gathered from the workplace environment (workplace evidence can be testimonials, portfolios or copies of completed workplace records/documentation).
CHCCM404A  UNDERTake CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS
Locations: Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to provide case management to clients who have already been assessed and whose needs have been identified as extending across a number of areas, such as aged care, community care, disability, mental health, drugs, alcohol or homelessness.
Nominal Hours: 50
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. CHC40708 Certificate IV in Community Services - Competency Based

CHCCM503C  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Descriptions: This unit describes the knowledge and skills required to facilitate all aspects of case planning.
Nominal Hours: 75
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the workplace setting and feedback from peers/other participants.

CHCCM701A  UNDERTake ADVANCED CLIENT ASSESSMENTS
Descriptions: This unit describes the knowledge and skills required to undertake initial and ongoing client assessments, to determine eligibility, priority and need for services as part of a case management process or as part of an assessment service.
Nominal Hours: 75
Required Reading: No required text
Assessment: Assessment methods may include: observation, questioning and evidence gathered from the workplace setting and feedback from peers/other participants.

CHCCM702A  IMPLEMENT GOAL DIRECTED CARE PLANNING
Descriptions: This unit describes the knowledge and skills required to plan care for clients through provision of services and resources aimed at maximising and enhancing their independence and quality of life.
Nominal Hours: 75
Required Reading: No required text
Assessment: Assessment methods may include: observation, questioning, evidence gathered from the workplace setting and written test.

CHCCM703A  APPLY EFFECTIVE CASE MANAGEMENT PRACTICE
Descriptions: This unit describes the knowledge and skills required to undertake complex case management.
Nominal Hours: 75
Required Reading: No required text
Assessment: Assessment methods may include: role plays, case studies, observation, questioning and evidence gathered from the workplace setting.

CHCCM705A  WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX
Descriptions: This unit describes the knowledge and skills required to support the care relationship for clients with carers and families in complex situations.
Nominal Hours: 65
Required Reading: No required text
Assessment: Assessment methods may include: case studies, role plays, observation, questioning, evidence gathered from the workplace setting and feedback from peers/other participants.

CHCCN301A  ENSURE THE HEALTH AND SAFETY OF CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required for a worker to ensure the health and safety of children.
Nominal Hours: 60
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN302A  PROVIDE CARE FOR CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required by those working with children to ensure the child's physical and emotional well being is maintained and their self sufficiency is nurtured.
Nominal Hours: 70
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN303A  CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to ensure babies, children and young people are provided nutritionally balanced, safe and hygienically prepared food.
Nominal Hours: 20
Required Reading: No text required
Assessment: Assessment include assignments, tests and practical tasks.

CHCCN305A  PROVIDE CARE FOR BABIES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required by anyone
working with babies/infants to ensure that their physical and emotional well being is maintained.

Nominal Hours: 40

Required Reading: No required text

Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN511A  ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required for a worker to establish, manage and monitor the implementation of a safe and healthy environment when working with children.

Nominal Hours: 40

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCCOM201C  COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Locations: Footscray Nicholson, St Albans, Industry, Other.

Descriptions: This unit describes the knowledge and skills required by community services workers who may have limited contact with clients in terms of content and timing and operate under direct supervision.

Nominal Hours: 15

Required Reading: No required texts.

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCOM3C  UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS

Locations: St Albans, Footscray Park, Industry.

Descriptions: Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Conduct interviews.

Nominal Hours: 50

Required Reading: -

Assessment: In class assessment, written assignments, group assessments, presentation

CHCCOM403A  USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS

Locations: Footscray Nicholson, St Albans, Footscray Park, City Flinders, Industry.

Descriptions: This unit describes the knowledge and skills required to apply specific workplace communication techniques to build and maintain relationships with clients and colleagues based on respect and trust.

Nominal Hours: 55

Required Reading: No required texts

Assessment: Youth Work and Cert IV in Alcohol & Other Drugs Course: May be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions. CHC40708: Competency Based

CHCCOM4B  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES

Locations: St Albans, Footscray Park, Industry.

Descriptions: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.

Nominal Hours: 75

Required Reading: -

Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCCOM504A  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION


Descriptions: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective workplace operations.

Nominal Hours: 80

Required Reading: No text required

Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. This unit is partially assessed in the workplace or simulated environment

CHCCS200D  DELIVER SERVICE TO CLIENTS

Locations: St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required for new entrants to the community services industry as an orientation to how services are delivered within an established client service plan.

Nominal Hours: 15

Required Reading: -

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS211A  PREPARE FOR WORK IN THE COMMUNITY SECTOR

Locations: Footscray Nicholson, St Albans, Industry, Other.

Descriptions: This unit describes the knowledge and skills required for those people who may be undertaking preliminary training to enter the community services industry.

Nominal Hours: 55

Required Reading: No required texts

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Descriptions: Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation’s policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.
Nominal Hours: 50
Required Reading: No
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCS305B   PROVIDE FIRST POINT OF CONTACT
Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required to follow organisation guidelines in the exchange of routine information with clients, to establish a priority of needs, and identify and respond to their immediate needs including the providing information about services available.
Nominal Hours: 30
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS312A  USE ELECTRONIC LEARNING MATERIALS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit deals with the skills and knowledge required to provide basic organisation and support of learning through the use of electronic learning materials.
Nominal Hours: 15
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCCS300A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Locations: Footscray Nicholson, St Albans, Werribee, Footscray Park, City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements.
Nominal Hours: 50
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assignments, presentations and verbal discussions. Disability courses are competency based. The School of Health assessment is competency based. CHC40708: Competency Based

CHCCS402A   RESPOND HOLISTICALLY TO CLIENT ISSUES
Locations: St Albans, Footscray Park, Industry.
Descriptions: Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.
Nominal Hours: 75
Required Reading: Not required
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Nominal Hours: 30
Required Reading: No required text
Assessment: Oral presentation, in class discussion, written assignment, portfolio, case studies

CHCCS405C   IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Locations: Footscray Nicholson, St Albans, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to establish the first point of contact between the client and the organisation/service
Nominal Hours: 15
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
Faculty of Workforce Development

**CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Descriptions:** This unit describes the knowledge and skills required to meet the specific needs of a broad range of existing and new clients within a defined framework.

**Nominal Hours:** 50

**Required Reading:** No required text

**Assessment:** Assessment methods may include: role plays, group work, presentations and written assignments.

**CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit describes the knowledge and skills required to deal with a range of issues associated with delivery of programs and services to individual and communities within the context of community sector work in communities in which they are personally involved.

**Nominal Hours:** 80

**Required Reading:** Community Services Workbook

**Assessment:** This unit may be assessed by: role plays; case studies; written assignments; presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

**CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY**

**Locations:** Footscray Nicholson, St Albans, Footscray Park, Industry.

**Descriptions:** This unit describes the knowledge and skills required to assess a range of client issues and refer appropriately.

**Nominal Hours:** 75

**Required Reading:** No required texts

**Assessment:** This unit may be assessed by: role plays; written assessments; group work; class discussion or in-class assessment activities.

**CHCCS424A ADMINISTER AND MONITOR MEDICATIONS**

**Locations:** Footscray Nicholson, St Albans, Industry.

**Descriptions:** This unit describes the knowledge and skills required to responsibly administer and monitor prescribed medications to a person with stable health conditions in a range of settings under delegation from a health professional in accordance with legislation and the organisation’s medication and delegation policies and practice. This unit is available only as part of a qualification at Certificate IV level and above or as part of the High support and complex care skill set which is available only as part of a qualification at Certificate IV level in accordance with legislation and the organisation’s medication and delegation policies and practice.

**Nominal Hours:** 60

**Required Reading:** No required text

**CHCCS426A PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF**

**Locations:** City Flinders, Industry.

**Descriptions:** This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.

**Nominal Hours:** 55

**Required Reading:** No required text

**Assessment:** This unit may be assessed by: in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

**CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit describes the knowledge and skills required to conduct an appropriate individual assessment and make appropriate referrals where multiple issues present.

**Nominal Hours:** 65

**Required Reading:** School of Community Services Workbook

**Assessment:** This unit may be assessed by: role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

**CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.

**Nominal Hours:** 70

**Required Reading:** School of Community Workbook

**Assessment:** This unit may be assessed by: role plays, written assessments, group work, class discussion or in-class assessment activities.

**CHCCS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS**

**Locations:** St Albans, Footscray Park, Industry.

**Descriptions:** This unit describes the knowledge and skills required to identify, develop, implement and review programs to meet the needs of clients.

**Nominal Hours:** 70

**Required Reading:** No required texts

**Assessment:** This unit may be assessed by: case studies, written assignments, reflective journal, presentations and verbal discussions.

**CHCCS513A MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT**

**Locations:** St Albans, Footscray Park, Industry.

**Descriptions:** This unit of competency describes the skills and knowledge required by those working at a management level to maintain an effective work environment in a community sector work context.

**Nominal Hours:** 45
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE

Prerequisites: CHCS400A - WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Descriptions: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Nominal Hours: 90
Required Reading: Community Services Workbooks
Assessment: This unit may be assessed by role plays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS

Descriptions: This unit describes the knowledge and skills required to manage resources and systems to deliver quality client services within complex or changing circumstances.
Nominal Hours: 90
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS

Descriptions: This unit describes the knowledge and skills required to coordinate programs to ensure that individual needs of clients are met within parameters of one service.
Nominal Hours: 75
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCCS805A UNDERTAKE PROFESSIONAL REFLECTION

Descriptions: This unit describes the knowledge and skills required to analyse own professional practice as part of an ongoing review of professional effectiveness, growth and management of personal values and their influence on professional practice.
Nominal Hours: 75
Required Reading: No required text
Assessment: Assessment methods may include: demonstration of competency within the working environment, oral and written questioning, observation and review of any documentation procedure.

CHCCSL501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK

Descriptions: This unit describes the knowledge and skills required to work within the agency’s agreed counselling model.
Nominal Hours: 90
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; role plays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCSL503A FACILITATE THE COUNSELLING RELATIONSHIP

Descriptions: This unit describes the knowledge and skills required to enable clients to identify and work through concerns
Nominal Hours: 120
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; role plays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCW301C OPERATE UNDER A CASEWORK FRAMEWORK

Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required to optimise the effectiveness of interaction with client by using appropriate skills to implement a case plan.
Nominal Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCW503A WORK INTENSIVELY WITH CLIENTS

Descriptions: This unit describes the knowledge and skills required to deliver targeted specialised client services based on individual case management and intervention
Nominal Hours: 75
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCCW13B WORK WITH CLIENTS INTENSIVELY

Descriptions: Provide high quality case work; Enlist specialist services; Establish transition processes.
Nominal Hours: 75
Assessment: Presentation, written reflection, written assignment

CHCDIS1C ORIENTATION TO DISABILITY WORK
Descriptions: Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

Nominal Hours: 50

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

CHCDIS220B PREPARE FOR DISABILITY WORK

Locations: Footscray Nicholson, St Albans, Industry, Other.

Descriptions: This unit describes the knowledge and skills required as an introduction to working with people with a disability

Nominal Hours: 30

Required Reading: No required texts

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCDIS313A SUPPORT PEOPLE WITH DISABILITIES WHO ARE AGEING

Locations: St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting a person with a disability who has dementia.

Nominal Hours: 50

Required Reading: No required text

Assessment: Written, practical assessment, presentations.

CHCDIS405A FACILITATE SKILLS DEVELOPMENT AND MAINTANCE

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to develop, implement and review formal skills development/maintenance plans with a person with a disability.

Nominal Hours: 50

Required Reading: No required text

Assessment: Students are required to do assignments, tests, projects, case studies.

CHCDIS410A FACILITATE COMMUNITY PARTICIPATION AND INCLUSION

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to develop and facilitate strategies for individual participation in various community settings, functions and activities to enhance the psychosocial well being and lifestyle of a person with a disability.

Nominal Hours: 60

Required Reading: No required text

Assessment: Students are required to do assignments, tests, projects, case studies.

CHCDIS411A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to communicate with people who have complex communication needs (CCN) through effective use of augmentative and alternative communication (AAC) strategies and systems. Augmentative and alternative refers to methods that replace or supplement speech to address the needs of people whose oral speech skills limit their ability to meet their participation and communication needs.

Nominal Hours: 60

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCDIS511A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES


Descriptions: This unit describes the knowledge and skills required by staff to develop and monitor supports and programs according to the needs of people with disabilities and within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.

Nominal Hours: 125

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCEDS301A COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit covers the skills and knowledge required to participate in quality improvement activities, monitor and obtain feedback on work performance, maintain compliance with legislation and industrial instruments that relate to the education support worker role.

Nominal Hours: 35

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS303A CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit deals with the skills and knowledge required by a teacher assistant to contribute effectively to the education of students in all developmental domains.

Nominal Hours: 50

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.
CHCEDS305A  SUPPORT THE DEVELOPMENT OF READING SKILLS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit focuses on the role of the education support worker in providing assistance to students who need additional support with their reading.
Nominal Hours: 45
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS306A  SUPPORT THE DEVELOPMENT OF WRITING SKILLS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit focuses on the role of education support workers in providing assistance to students in all phases of learning who need additional support with their writing.
Nominal Hours: 50
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS312A  WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required for individuals without supervisory responsibilities to work effectively with students from diverse backgrounds.
Nominal Hours: 35
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS313A  COMMUNICATE WITH STUDENTS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the requirement for education support workers to effectively communicate with students.
Nominal Hours: 35
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS314A  WORK EFFECTIVELY IN AN EDUCATION TEAM
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the skills and knowledge needed to work effectively with team members, colleagues and others in an educational work environment.
Nominal Hours: 35
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS315B  SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required by a teacher aide to support students with additional needs in classrooms where there are students with a mix of abilities and needs.
Nominal Hours: 30
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS316A  COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit deals with the skills and knowledge for education support workers to undertake administration and basic computer tasks in the education environment where administration is not the main focus of work.
Nominal Hours: 30
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS322A  SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit deals with the skills and knowledge required to provide support to students who have English as a second language (ESL).
Nominal Hours: 35
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHFC301A  SUPPORT THE DEVELOPMENT OF CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children from 0-12 years of age.
Nominal Hours: 45
Required Reading: No text required
Assessment: Assessment includes assignments, tests and practical tasks. Certificate II in Community Services: Competency Based

CHFC502A  FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to plan and provide experiences to enhance children's physical development
Nominal Hours: 45
CHCFC503A  FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding
Nominal Hours: 70
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC504A  SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to support the emotional and psychological development of children and to promote their ethical understanding
Nominal Hours: 50
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC505A  FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to foster and enhance cognitive development of children
Nominal Hours: 85
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC506A  FOSTER CHILDREN'S LANGUAGE AND COMMUNICATION DEVELOPMENT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to foster and enhance language and communication development of children
Nominal Hours: 100
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC508A  FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to develop and deliver programs that promote children's creative skills and aesthetic development.

CHCGROUP201C  SUPPORT THE ACTIVITIES OF EXISTING GROUPS
Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required to support identified existing community groups through the provision of resources
CHCGROUP302D  SUPPORT GROUP ACTIVITIES
Locations: Footscray Nicholson, St Albans, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to participate in and provide general support for a range of informal and formal groups in a variety of settings.
Nominal Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCGROUP3C  PLAN AND CONDUCT GROUP ACTIVITIES
Locations: St Albans, Footscray Park, Industry.
Descriptions: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities
Nominal Hours: 50
Required Reading: No required text
Assessment: oral presentation, in class discussion, written assignment

CHCGROUP403D  PLAN AND CONDUCT GROUP ACTIVITIES
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to participate in, establish and lead a range of informal and formal groups in a variety of settings
Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the workplace/student placement.

CHCHC311A  WORK EFFECTIVELY IN HOME AND COMMUNITY CARE
Descriptions: This unit describes the introductory knowledge and skills required to work effectively in a home care environment and community settings with clients, family members, staff, visitors, suppliers and others to meet established work requirements.
Nominal Hours: 45
Required Reading: Working in aged care and disability services Amott,J 2005 Croydon, Vic.: Tertiary Press, 2005
Assessment: Assignment, workbook questions and assignment, Yes/No. Practical Placements Assessment, assessed on student placement, Yes/No.

CHCHC401A  COORDINATE AND MONITOR HOME BASED SUPPORT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to coordinate and monitor the delivery of home based support services in a community services context.
Nominal Hours: 65
Required Reading: No text required
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace/student placement, Yes/No.

CHCIC201B  COMMUNICATE WITH CHILDREN
Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required for worker to communicate with children
Nominal Hours: 30
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, project, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCIC301D  INTERACT EFFECTIVELY WITH CHILDREN
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.
Nominal Hours: 70
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCIC302A  SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the skills and knowledge required to support participation of Aboriginal and/or Torres Strait Islander children and families in children's services.
Nominal Hours: 30
Required Reading: No required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC501A  MANAGE CHILDREN'S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation involved in delivery of children's services through a quality assurance process and to manage regulatory compliance.
Nominal Hours: 120
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICS10A  ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to establish, monitor and implement both individual and group plans for behaviour modification.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICS11A  IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required for workers to implement and promote inclusive policies and practices in children’s services work.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICS12A  PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required for workers who provide care for a range of children to identify children with additional needs and work with relevant others to plan and implement inclusion strategies that meet identified needs.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC510A  ESTABLISH AND IMPLEMENT PLANS FOR BEHAVIOUR MODIFICATION
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to establish, monitor and implement both individual and group plans for behaviour modification.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC511A  IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required for workers to implement and promote inclusive policies and practices in children’s services work.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC512A  PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required for workers who provide care for a range of children to identify children with additional needs and work with relevant others to plan and implement inclusion strategies that meet identified needs.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC620C  MANAGE COMPLEX BEHAVIOURAL SITUATIONS
Descriptions: This unit describes the knowledge and skills required for worker to manage complex behavioural situations.
Nominal Hours: 30
Required Reading: No Required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICAB  COMMUNICATE WITH CHILDREN
Descriptions: Communicate positively with children; Apply limits and guidelines for behaviour within service policies;
Nominal Hours: 30
Assessment: As per accredited curriculum

CHCICS304A  WORK EFFECTIVELY WITH CARERS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the skills and knowledge required to effectively work with members of families or other non-paid support people e.g. friends and carers, to support quality of life for their family member who is aged or has a disability.
Nominal Hours: 35
Required Reading: No required text
Assessment: Assignment, written questions and assessment, Yes/No. Discussion, assessment based on group work, Yes/No.

CHCICS405A  FACILITATE GROUPS FOR INDIVIDUAL OUTCOMES
Descriptions: This unit describes the knowledge and skills required for workers to plan and conduct group activities to meet individual group member outcomes.
Nominal Hours: 45
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICS406A  SUPPORT CLIENT SELF MANAGEMENT
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required by workers to provide clients with support and assistance to self manage aspects of their life that may include planning, access and involvement in community services and decision-making.
Nominal Hours: 50
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCINF505C  MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS
Descriptions: This unit describes the knowledge and skills required to ensure effectiveness and efficiency of the organisation’s information system.
Nominal Hours: 90
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCINF506B  MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS
Descriptions: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Nominal Hours: 90
Required Reading: Placement workbook
CHCINF604C  MANAGE THE ORGANISATION’S INFORMATION SYSTEMS
Descriptions: This unit describes the knowledge and skills required to coordinate information systems, including as a supervisor of a work area/program.
Nominal Hours: 75
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, written assessments, group work, class discussion or in-class assessment activities.

CHCINF606C  MANAGE INFORMATION STRATEGICALLY
Descriptions: This unit describes the knowledge and skills required to provide education/information about services or programs for the public.
Nominal Hours: 90
Required Reading: No required text
Assessment: The following methods may be used in assessing this unit: group assessments; role plays; case studies; written assignments; presentations and verbal discussions.

CHCLD415A  CONFIRM CLIENT DEVELOPMENTAL STATUS
Locations: Footscray Park, Industry.
Descriptions: This unit describes a detailed knowledge of indicators of client status required to confirm the status of individual clients in preparation for service delivery in the context of community services work.
Nominal Hours: 60
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, oral presentations and verbal discussions.

CHCLD514A  ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES
Descriptions: This unit of competency describes the application of knowledge of the broad social and cultural context in which work is planned and implemented in the community services industry.
Nominal Hours: 100
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCLD515A  ANALYSE CLIENT INFORMATION FOR SERVICE PLANNING AND DELIVERY
Descriptions: This unit of competency describes the application of indepth level of knowledge of human development required to analyse available information in relation to specific services to be provided.
Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCMH1B  ORIENTATION TO MENTAL HEALTH WORK
Locations: St Albans, Footscray Park, Industry.
Descriptions: Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.
Nominal Hours: 50
Required Reading: No text is required for this unit
Assessment: As per accredited curriculum

CHCMH504D  PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES
Descriptions: This unit describes the knowledge and skills required to collaboratively assess needs, provide a range of services to meet needs, review progress and evaluate the work undertaken with clients with mental health issues.
Nominal Hours: 150
Required Reading: No required text
Assessment: This unit may be assessed by role plays, written assignments, group work, class discussion or in-class assessment activities.

CHCNET301D  PARTICIPATE IN NETWORKS
Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required to participate in a network in order to gather information, forge links with other workers and services and to promote activities
Nominal Hours: 20
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCNET3B  DEVELOP NEW NETWORKS
Locations: St Albans, Footscray Park, Industry.
Descriptions: Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.
Nominal Hours: 75
Required Reading: Placement location process and workbook
CHCNET404A  FACILITATE LINKS WITH OTHER SERVICES
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to liaise and facilitate linkages between all community services including specialist and generalist services in the community to ensure support of people in need.
Nominal Hours: 70
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCNET4A  WORK WITH OTHER SERVICES
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to liaise and facilitate linkages between all community services including specialist and generalist services in the community to ensure support of people in need.
Nominal Hours: 70
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCNET503C  DEVELOP NEW NETWORKS
Descriptions: This unit describes the knowledge and skills required to setup formal networks to benefit the organisation and clients.
Nominal Hours: 75
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCOHS401A  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to evaluate OHS information for co-workers in teams; coach co-workers in teams; promote consultation and participation; implement and monitor OHS procedures for identifying hazards and risk; maintain appropriate OHS records.
Nominal Hours: 50
Required Reading: -
Assessment: Written assignments, on the job assessment

CHCORG202C  WORK WITH OTHERS
Locations: Footscray Nicholson, St Albans, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to work with others.
Nominal Hours: 15
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG25B  RECRUIT AND CO-ORDINATE VOLUNTEERS
Locations: St Albans, Footscray Park, Industry.
Descriptions: Identify the need and roles for volunteers in the organisation; recruit volunteers; induct volunteers to organization; on-going support of volunteers is provided.
Nominal Hours: 70
Required Reading: No required text
Assessment: As per accredited curriculum

CHCORG27A  PROVIDE MENTORING SUPPORT TO COLLEAGUES
Locations: St Albans, Footscray Park, Industry.
Descriptions: Establish a relationship with mentoree; offer mentoring support.
Nominal Hours: 60
Required Reading: No text
Assessment: As per accredited curriculum

CHCORG303A  PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives.
Nominal Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, community project, group assessments, role plays, written assessments, presentations and verbal discussions. Children’s Services Courses: Graded Assessment

CHCORG428A  REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE
Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Industry.
Descriptions: This unit describes the knowledge and skills required to evaluate own work, continuing self-development and effective supervision within an ethical code of practice.
Nominal Hours: 120
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities. Children’s Services and Diploma of Community Services Work - Graded Assessment

CHCORG428A  FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION
Locations: Footscray Nicholson, St Albans, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to work according to organisation policies, procedures and programs.
Nominal Hours: 15
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.
CHCORG506C  COORDINATE THE WORK ENVIRONMENT

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Descriptions: This unit describes the knowledge and skills required to undertake supervisory and coordinating activities in work groups in community service organisations.

Nominal Hours: 90
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCORG529B  PROVIDE COACHING AND MOTIVATION


Descriptions: This unit describes the knowledge and skills required to provide on-the-job coaching to clients or colleagues.

Nominal Hours: 70
Required Reading: No required text
Assessment: Assessment methods may include: observation, role plays, direct questioning and review of portfolios.

CHCORG605A  MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR


Descriptions: This unit describes the knowledge and skill required to undertake the management of people within an organisation

Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG607C  MANAGE WORKPLACE ISSUES


Descriptions: This unit describes the knowledge and skills required to implement appropriate people management processes and structures to maximise work outcomes.

Nominal Hours: 75
Required Reading: No text required
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG608D  ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES


Descriptions: This unit describes the knowledge and skills required to establish new programs or services, lead organisation restructuring and develop new structures and systems.

Nominal Hours: 75
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG609C  MANAGE PROJECTS AND STRATEGIES


Descriptions: This unit describes the knowledge and skills required to initiate, plan, implement and evaluate project management activities.

Nominal Hours: 90
Required Reading: No required text
Assessment: Assessment methods may include: Observation, Written assessment, Case studies and Evidence of materials developed in the workplace.

CHCORG610A  MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION


Descriptions: This unit describes the knowledge and skills required to foster and implement constructive and beneficial change in a complex organisation

Nominal Hours: 80
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG611B  LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE


Descriptions: This unit describes the knowledge and skills required to achieve identified work outcomes through managing, leading and developing individuals and teams in the work group or organisation

Nominal Hours: 80
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG614A  MANAGE A COMMUNITY SECTOR ORGANISATION


Descriptions: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.

Nominal Hours: 80
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG615C  PROMOTE THE ORGANISATION


Descriptions: This unit describes the knowledge and skills required to develop and implement promotional strategies and activities to maximise organisation’s effectiveness.
FacultY of Workforce Development

Nominal Hours: 130
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG619C MANAGE QUALITY OF ORGANISATION'S SERVICE DELIVERY OUTCOMES
Descriptions: This unit describes the knowledge and skills required to manage quality assurance processes as required to maintain quality service outcomes in line with organisation policy in the community services industry.
Nominal Hours: 90
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG620C PROMOTE AND REPRESENT THE SERVICE
Descriptions: This unit describes the knowledge and skills required to promote and represent the organisation to the community.
Nominal Hours: 90
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG624C PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY
Locations: Footscray Nicholson, St Albans, Werribee, Industry, Online.
Descriptions: This unit describes the knowledge and skills required to apply a leadership role determined and supported by the community. The leadership role includes providing direction and promotion of community services, processes and outcomes and influencing effective industry practice.
Nominal Hours: 120
Required Reading: No required text
Assessment: online test, online assignment

CHCORG627B PROVIDE MENTORING SUPPORT TO COLLEAGUES
Descriptions: This unit describes the knowledge and skills required to act as a mentor to other individuals in the industry or workplace.
Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT
Descriptions: Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.
Nominal Hours: 90
Required Reading: -
Assessment: Written assignments, group projects

CHCOSHC401A SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE
Descriptions: This unit describes the skills and knowledge required to guide children's effective participation in outside school hours care.
Nominal Hours: 45
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSHC402A DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE
Descriptions: This unit describes the skills and knowledge required to develop age and developmentally appropriate activities and programs for children participating in outside school hours care.
Nominal Hours: 65
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSHC403A WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE
Descriptions: This unit describes the skills and knowledge required to engage and interact with children in outside school hours care services.
Nominal Hours: 60
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks.

CHCPOL403B UNDERTAKE RESEARCH ACTIVITIES
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to implement research relevant to operations of the organisation and/or the community.
Nominal Hours: 50  
Required Reading: No required texts  
Assessment: This unit may be assessed by in-class assessments, group assessments, role plays, written assignments, projects, presentations and verbal discussions.

CHCPOL4A  DEVELOP AND IMPLEMENT POLICY  
Locations: St Albans, Footscray Park, Industry.  
Descriptions: Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.  
Nominal Hours: 70  
Required Reading: -  
Assessment: Role plans, case studies, verbal and written discussion, presentation, written assignments

CHCPOL50A  MANAGE RESEARCH ACTIVITIES  
Descriptions: This unit describes the knowledge and skills required to initiate, manage and act upon research and the resultant recommendations.  
Nominal Hours: 75  
Required Reading: No required text  
Assessment: Students are required to complete projects, assignments and written test.

CHCPOL606B  COORDINATE POLICY DEVELOPMENT  
Descriptions: This unit describes the knowledge and skills required to coordinate policy development processes, including staff supervision, monitoring existing organisation policies, managing policy evaluations, and providing policy advice.  
Nominal Hours: 90  
Required Reading: No required text  
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.
CHCPR502D  ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to plan to define activities, environment and resources that are developmentally appropriate to enhance children's leisure and play

Nominal Hours: 80

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPR509A  GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to collect high quality information on children to assist in program planning

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPR510A  DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to design, implement and evaluate programs and individual care routines to foster and enhance the development of children.

Nominal Hours: 170

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPR515A  DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to analyse the child care workplace in relation to environmental sustainability of work practices, to implement improvements and analyse their effectiveness.

Nominal Hours: 50

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPROM503A  PROVIDE COMMUNITY FOCUSED PROMOTION AND PREVENTION STRATEGIES


Descriptions: This unit describes the knowledge and skills required to develop and deliver a range of promotion and prevention strategies to the community.

Nominal Hours: 60

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCRF301D  WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD


Descriptions: This unit describes the knowledge and skills required to establish a positive relationship with the family of a child going into care and negotiate in relation to care practices to facilitate the child’s transition into care.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

CHCRF511A  WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to work in partnership with families to care for the child.

Nominal Hours: 70

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH401A  WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY


Descriptions: This unit describes the knowledge and skills required to work in a context within which leisure and health work occurs and its role in enhancing well being.

Nominal Hours: 50

Required Reading: No required text.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH402A  UNDERTAKE LEISURE AND HEALTH PROGRAMMING


Descriptions: This unit describes the knowledge and skills required to work with health practitioners and other relevant people to create, plan, coordinate, deliver and evaluate appropriate leisure and health activities and programs for individuals and groups.

Nominal Hours: 65
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH404A PLAN, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS


Descriptions: This unit describes the knowledge and skills required to participate in planning, implementation and evaluation of programs providing activities for individuals.

Nominal Hours: 80
Required Reading: No required text
Assessment:

CHCRH405A PLAN LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH COMPLEX NEEDS


Descriptions: This unit describes the knowledge and skills required to understand and effectively work with individuals and groups with complex needs when planning for leisure and health service provision.

Nominal Hours: 45
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH406A APPLY KNOWLEDGE OF HUMAN BEHAVIOUR IN LEISURE ACTIVITY PROGRAMS


Descriptions: This unit describes skills and knowledge required to recognise specific aspects of human behaviour as required by workers in the leisure and health sector.

Nominal Hours: 55
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH407A APPLY SOCIOLOGICAL CONCEPTS TO LEISURE AND HEALTH


Descriptions: This unit describes skills and knowledge required to apply sociological concepts to health, leisure and disability and the influence on individual involvement in leisure.

Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH503A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS


Descriptions: This unit describes the knowledge and skills required to identify and respond to groups and individuals with special needs.

Nominal Hours: 80
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH504A COORDINATE PLANNING, IMPLEMENTATION AND MONITORING OF LEISURE AND HEALTH PROGRAMS


Descriptions: This unit describes the knowledge and skills required to undertake advanced planning, coordination implementation and evaluation of programs for the provision of activities for individuals and groups.

Nominal Hours: 90
Required Reading: No required text
Assessment:

CHCRH506A PROVIDE LEISURE EDUCATION


Descriptions: This unit describes the knowledge and skills required to assist clients to develop appreciations, interests, skills and opportunities to use leisure in personally rewarding ways.

Nominal Hours: 70
Required Reading: No required text
Assessment:

CHCRH507A APPLY CONCEPTS OF HUMAN PSYCHOLOGY TO FACILITATE INVOLVEMENT IN LEISURE PROGRAMS


Descriptions: This unit describes skills and knowledge required to understand and apply concepts of human psychology in the development of leisure programs to facilitate satisfying involvement of clients in leisure activities.

Nominal Hours: 75
Required Reading: No required text
Assessment:

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: St Albans, Footscray Park, Industry.

Descriptions: Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.

Nominal Hours: 40
Required Reading: none
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies
CHCYTH301D  WORK EFFECTIVELY WITH YOUNG PEOPLE
Locations: St Albans, Footscray Park, Industry, Other.
Descriptions: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Nominal Hours: 40
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment

CHCYTH401A  ENGAGE RESPECTFULLY WITH YOUNG PEOPLE
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to communicate effectively with young people (aged 12–25) in work roles with a specific focus on young people.
Nominal Hours: 55
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH402A  WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to work in the youth work context.
Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH403A  SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to assist young people to identify the challenges and opportunities in their lives and to work towards their goals on an individual or group level.
Nominal Hours: 45
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH404D  SUPPORT YOUNG PEOPLE IN CRISIS
Locations: St Albans, Footscray Park, Industry.
Prerequisites: CHCYTH301D - WORK EFFECTIVELY WITH YOUNG PEOPLE
Descriptions: This unit describes the knowledge and skills required to implement risk management strategies in crisis situation.
Nominal Hours: 40
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH407D  RESPOND TO CRITICAL SITUATIONS
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to maintain safety through effective response to potential or actual critical situations.
Nominal Hours: 90
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCYTH504A  SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit identifies the knowledge and skills needed to enable young people to participate in the decisionmaking that affect their lives.
Nominal Hours: 55
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH505D  SUPPORT YOUTH PROGRAMS
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups.
Nominal Hours: 150
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, presentations and verbal discussions.

CHCYTH506A  PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to provide guidance and role models to young people and their families to maintain positive and supportive relationships while identifying problems and establishing goals for change based on maintaining support from family and the general community.
Nominal Hours: 115
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH608C  MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to develop an agency approach to young people in crisis.
Nominal Hours: 150
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

FDTECPAK4A  APPL Y PRINCIPLES OF FOOD PACKAGING
Descriptions: Identify characteristics of packaging suitable for use with food products. Apply packaging knowledge in a production environment.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

HLTAMBAE403B  FOLLOW PROCEDURE S FOR ROUTINE SAFE REMOVAL OF CLIENT
Locations: St Albans.
Descriptions: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work.
Nominal Hours: 40
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAE501B  IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY
Locations: St Albans, Industry.
Descriptions: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident
Nominal Hours: 40
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAS501A  CONDUCT CLINICAL ASSESSMENT
Descriptions: This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.
Nominal Hours: 80
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBFC301B  COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE
Locations: St Albans.
Descriptions: This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry.
Nominal Hours: 20
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

HLTAMBFC402B  COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS
Descriptions: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services
Nominal Hours: 50
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Clinical experience, Written test

HLTAMBPD401B  MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT
Locations: St Albans.
Descriptions: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.
Nominal Hours: 20
Required Reading: -  
Assessment: This unit may be assessed by Scenarios, Workbook  

**HLTAMBS401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY**  
**Locations:** St Albans, Industry.  
**Descriptions:** This unit involves the routine management of a non-emergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues  
**Nominal Hours:** 50  
**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test  

**HLTAMBS502B MANAGE THE SCENE OF A SPECIAL EVENT**  
**Descriptions:** This unit describes the skills and knowledge required to attend the scene of sporting or special events involving large numbers of people or special risks, and ensuring safety at the scene.  
**Nominal Hours:** 120  
**Required Reading:** -  
**Assessment:** This unit may be assessed by Scenarios, Workbook  

**HLTAMBS503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY**  
**Locations:** St Albans.  
**Descriptions:** This unit involves management of procedures involving client care at the scene of an emergency.  
**Nominal Hours:** 50  
**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test  

**HLTAMBT301A TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS**  
**Locations:** St Albans, Industry.  
**Descriptions:** This unit describes the skills and knowledge required to prepare and drive vehicles safely to transport nonemergency clients, including checking the ambulance vehicle and equipment,remedying faults, communicating using associated equipment and techniques and loading and unloading clients safely.  
**Nominal Hours:** 20  
**Required Reading:** Nil  
**Assessment:** This unit will be assessed by Practical driving component, Workbook and written test  

**HLTAMBT402B TRANSPORT EMERGENCY CLIENTS**  
**Locations:** St Albans, Industry.  
**Descriptions:** This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances  
**Nominal Hours:** 60  
**Required Reading:** Nil  
**Assessment:** This unit may be assessed by Practical driving component, Workbook, written test  

**HLFA2A APPLY ADVANCED FIRST AID**  
**Locations:** Footscray Nicholson, St Albans, Werribee, Footscray Park, Industry.  
**Descriptions:** Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.  
**Nominal Hours:** 30  
**Required Reading:** No required text  
**Assessment:** In class assessment, written and practical test  

**HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH**  
**Locations:** St Albans, Other.  
**Descriptions:** This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.  
**Nominal Hours:** 20  
**Required Reading:** Student Reader Victoria University Staff 08 2008 edition 1 VU Mosby’s Paramedic Textbook Sanders, M 2007 revised edition 3 Elsevier Australia, Sydney OR Textbook of Adult Emergency Medicine Cameron, P 2009 edition 3 Chatswood: Churchill Livingstone  
**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test and poster.  

**HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY**  
**Locations:** St Albans.  
**Descriptions:** This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context  
**Nominal Hours:** 30  
**Assessment:** This unit may be assessed by Scenarios written tests and projects.
HLTHIR404B  WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE
Locations: Footscray Nicholson, City King St, St Albans, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities.
Nominal Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Reflective journal based on visit to ATS community group. Participation in a massage clinic with ATS clients. The following methods may be used in assessing units: Written objective tests; written responses; workplace assessment; practical/exercises; practical projects; assignment. Reflective Journal, journal based on visit to ATS community group. Yes/No. Demonstration, Skills and knowledge demonstrated, Yes/No.

HLTIIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK
Locations: St Albans, Industry.
Descriptions: This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person. All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker.
Nominal Hours: 20
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, Classroom activities, projects

HLTOHS200A  PARTICIPATE IN OHS PROCESSES
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.
Nominal Hours: 20
Required Reading: 21861VIC Certificate III in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test 21861VIC Certificate III in Mumgu-dhal tyama-tiyt Students develop a portfolio of evidence for assessment. This may include direct observation, simulations, role plays, complete hazard and incident reports, complete workplace inspection checklists and third party reports from supervisors, support workers and peers.

HLTOHS300A  CONTRIBUTE TO OHS PROCESSES
Locations: Footscray Nicholson, City King St, St Albans, Footscray Park, Industry, Other.
Descriptions: This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.
Nominal Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTOHS400A  MAINTAIN OHS PROCESSES
Locations: St Albans, Footscray Park, Industry.
Descriptions: This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.
Nominal Hours: 40
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTOHS456A  IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK
Descriptions: This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work.
Nominal Hours: 40
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook

HLTRAH302A  UNDERTAKE HOME VISITS
Locations: St Albans, Industry.
Descriptions: This competency unit describes the skills and knowledge required to make a home visit for the purpose of delivering health services.
Nominal Hours: 20
Required Reading: no required text
Assessment: Written and practical test, assignment and presentation

ICAS4022A  DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS
Descriptions: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
FACULTY OF WORKFORCE DEVELOPMENT

PSPMNGT605B MANAGE DIVERSITY
Descriptions: This unit covers productive diversity management to maximise workforce effectiveness. It includes contributing to, promoting and monitoring a diversity strategy; facilitating the development of a workforce that promotes and values diversity; and facilitating communication with a diverse workforce.
Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

PUAEME001A PROVIDE EMERGENCY CARE
Descriptions: This unit covers the competency to provide emergency care pending the arrival of appropriately qualified personnel.
Nominal Hours: 20
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook

SIFNL003A ARRANGE FUNERALS
Locations: City Flinders, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify funeral needs and make appropriate funeral arrangements.
Nominal Hours: 60
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFNL009A PLAN AND CONDUCT A FUNERAL CEREMONY
Locations: City Flinders, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a funeral ceremony in the absence of clergy or a celebrant according to the needs of clients, including making a funeral ceremony address.
Nominal Hours: 50
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFIND001A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY
Locations: City Flinders, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify the general structure of, and stakeholders within, the funeral services industry and to comply with workplace requirements.
Nominal Hours: 40
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SRCCRO001B ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to assist in the planning and conduct of recreation games not requiring equipment in a community recreation setting.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

SRCCRO009B CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary to conduct a recreation program consisting of a range of suitable physical recreation activities for older persons.
Nominal Hours: 30
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY CONSIDERATIONS
Descriptions: This unit has been developed for the Fitness Industry Training Package and provides the fitness specialist with skills, knowledge and attitudes required to plan and deliver exercise programs to moderate risk clients with cardio-respiratory considerations who present with no more than moderate risk of untoward event or exacerbation of impairment during exercise in conjunction with an allied health professional
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE
Descriptions: This unit covers competency in applying general occupational health and safety requirements in the usual workplace environment. It describes generic Occupational Health and Safety competencies applicable for employees without managerial or supervisory responsibilities. This unit is equivalent to the generic Occupational Health and Safety Competency A.
Nominal Hours: 10
Required Reading: -
Assessment: As per accredited curriculum
VBP092  APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION

Descriptions: This unit describes the requirement for applying an understanding of the fermentation process in the food production

Nominal Hours: 10

Required Reading: -

Assessment: As per accredited curriculum

VBP714  PREPARE FOR TERTIARY RESEARCH AND STUDY


Descriptions: This unit describes the outcomes necessary to undertake studies at tertiary level.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements. Diploma of Community Development Assessment: Graded
Below are details of courses offered by the School of Sport & Science in 2011. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

CERTIFICATE IV IN FOOD SCIENCE AND TECHNOLOGY
Course Code: 21616VIC
Campus: Industry.

Course Objectives: Provide an accredited program at AQF level 4 for those wishing to pursue a career in food laboratory or quality laboratory and/or proceed to study in the same field at a higher level.

Careers: Food Technology Industry

Course Selection Processes:
Course Structure: Core Units of Study

- VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY 70
- VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY 80
- VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE 60
- VBP073 DEMONSTRATE QUALITY MANAGEMENT PRACTICES 30
- VBP051 IDENTIFY SENSORY ANALYSIS FUNDAMENTALS 15
- VBP038 APPLY HYGIENE AND SANITATION PRACTICES 15
- VBP037 IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP) 15
- VBP039 IDENTIFY NUTRITIONAL FUNDAMENTALS 20
- VDFTECPAK4A APPLY PRINCIPLES OF FOOD PACKAGING 50
- VBP040 APPLY PRINCIPLES OF OCCUPATIONAL HEALTH & SAFETY TO THE FOOD INDUSTRY 40
- VBP043 APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY 15
- VBP044 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL 15
- VBP045 IDENTIFY UNIT OPERATIONS 15
- VBP046 APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS 15
- VBP047 APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS 15
- VBP048 APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION 10
- VBP092 APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION 10
- VBP049 DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE 20

Elective Units of Study
- BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
- BSBBHR402A RECRUIT AND SELECT PERSONNEL 40
- BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM 30

(b) Generic Optional Units: Select a minimum of 160 hours from the following units:
- VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS 40
- VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS 20
- VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL 40
- VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD 60
- PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION) 40
- VBP075 APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV 40
- VBP076 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS 40
- VBP077 APPLY THE FUNDAMENTALS OF NUTRITION 20
- PMASUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 20
- VBP078 APPLY DAIRY ENGINEERING SYSTEMS 40
- BSBAKG501A EVALUATE MARKETING OPPORTUNITIES 80

DIPLOMA OF FOOD SCIENCE TECHNOLOGY
Course Code: 21617VIC
Campus: Industry.

Course Objectives: The course provides an accredited program at AQF level 5 for students wishing to pursue a career in food laboratory or quality laboratory and/or proceed to study in the same field at a higher level.

Careers: Food Technologies and Quality Manager.

Course Duration: 1 year

Admission Requirements: To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of food technology in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Selection Processes:
Course Structure: Core Units of Study

- VBP067 PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY 50
- PMLTEST300A PERFORM BASIC TESTS 60
- VBP068 INTERPRET SAMPLING PLANS 20
- VBP069 PERFORM STATISTICAL PROCESS CONTROL 20
- PMLQUAL301B APPLY CRITICAL CONTROL POINT REQUIREMENTS 40
- FDFTECPPR4A PARTICIPATE IN PRODUCT RECALL 50
- PMLTEST505B CONDUCT SENSORY ANALYSIS 40
- VBP070 APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY 40

Elective Units of Study
(a) Management Units: Choose any one (1) unit from the following units not covered in Certificate IV. Note: Other Management Units from any endorsed training package may also be selected, depending on client and industry needs.
- BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT 50
- BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
- BSBBHR402A RECRUIT AND SELECT PERSONNEL 40
- BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM 30

(b) Generic Optional Units: Select a minimum of 160 hours from the following units:
- VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS 40
- VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS 20
- VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL 40
- VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD 60
- PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION) 40
- VBP075 APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV 40
- VBP076 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS 40
- VBP077 APPLY THE FUNDAMENTALS OF NUTRITION 20
- PMASUP390A USE STRUCTURED PROBLEM SOLVING TOOLS 20
- VBP078 APPLY DAIRY ENGINEERING SYSTEMS 40
- BSBAKG501A EVALUATE MARKETING OPPORTUNITIES 80
(c) Specialist Units Select a minimum of 80 hours from the following units not covered in Certificate IV:

- VBP055 MANUFACTURE MEAT AND MEAT PRODUCTS 20
- VBP056 MANUFACTURE DAIRY PRODUCTS 20
- VBP057 PROCESS FRUIT AND VEGETABLES 20
- VBP058 MANUFACTURE FISH AND SEAFOOD PRODUCTS 20
- VBP059 PROCESS AND HANDLE POULTRY AND EGG PRODUCTS 20
- VBP060 MANUFACTURE EDIBLE FATS AND OIL PRODUCTS 20
- VBP061 APPLY CONFECTIONERY TECHNOLOGY 20
- VBP062 MANUFACTURE BEVERAGES PRODUCTS 20
- VBP063 MANUFACTURE CEREAL PRODUCTS 20
- VBP064 PROCESS NUTS, PULSES AND OTHER SEEDS 20
- FDFTECFAD4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES 20
- VBP065 APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY 40
- VBP066 PRODUCE MARKET MILK AND RELATED PRODUCTS 50

(d) Stream Units Choose any two (2) streams from the following: Food Research and Development Stream (120 hours)

- VBP079 PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT 120

Food Analysis Stream (125 hours)

- PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY 40
- VBP096 PLAN AND CONDUCT A RESEARCH PROJECT IN FOOD ANALYSIS 25

Food Engineering Stream (120 hours)

- VBP080 APPLY BASIC PRINCIPLES OF FOOD ENGINEERING 30
- VBP081 APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING 30
- VBP082 APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS 30
- VBP083 APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION 30

Nutrition Stream (125 hours)

- VBP084 APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY 45
- VBP085 ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY 80

Diary Technology 2 (120 hours)

- VBP086 PRODUCE FROZEN DAIRY PRODUCTS 40
- VBP087 PRODUCE MILK FAT PRODUCTS 40
- VBP088 PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM 40

Diary Technology 3 (160 hours)

- VBP089 PRODUCE FERMENTED DAIRY PRODUCTS 80
- VBP090 MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS 80

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE ATHLETES

Course Code: 21809VIC

Course Objectives: The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite athletes. It is designed to provide an accredited training program for people to work with elite athletes on their career and education options.

Careers: Athlete Career Education Adviser, Career Counsellor.

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: The course is over 230 hours full-time or equivalent part-time basis. This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFE.VC. Core Units of Study

- VBPQM542 COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT 50
- VBPQM543 CAREER PLANNING FOR HIGH PERFORMERS 50
- VBPQM546 APPLY CAREER COUNSELLING PRINCIPLES AND PRACTICE 80
- VBPQM544 THE ELITE PERFORMANCE SPORT ENVIRONMENT 50

CERTIFICATE III IN SCIENCE (I)

Course Code: 21857VIC

Campus: Werribee.

Course Objectives: This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

Careers: When you graduate you will have developed knowledge and skills to enter a TAFE course or undertake VCE.

Course Duration: 0.5 years

Admission Requirements Year 12: Applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.

Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry

Course Structure: Full-time basis over 555 nominal hours or part-time equivalent.

Core Units of Study

- VPAU072 CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH 20
- PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY 40
- VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS 110
- VBPQU155 EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPIL... 10
- VBPQU157 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES 25
- VBPQU161 CREATE A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES 25

Stream Units

Students select 2 Streams from Chemistry, Biology and Physics and must complete 2 Units from the Chemistry Stream, 2 Units from the Physics Stream and 3 Units from the Biology Stream. Stream Units to be selected by the student, with the approval of the Head of School and/or Program Manager.
(i) Chemistry
VPAM082  ATOMIC STRUCTURE AND BONDING  50
VPAM083  STOICHIOMETRY AND SOLUTION CHEMISTRY  45
VPAM084  ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS  20

(ii) Physics
VPAM085  WAVES AND OPTICS  40
VPAM086  KINEMATICS  40
VPAU074  CONDUCT ROUTINE ELECTRICAL TESTS  40

(iii) Biology
Students must complete the Unit 'Conduct Simple Activities in a Biological Science Laboratory' plus 2 additional Stream Units.
VPAU075  CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY  10
VPAM087  CELL BIOLOGY  30
VPAU076  CONDUCT SIMPLE DISSECTIONS  10
VPAM088  ANATOMY AND PHYSIOLOGY  30
HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70

Elective Units
At least 2 Elective Units to be selected by the student, with the approval of the Head of Department.
PMLTEST303B  PREPARE WORKING SOLUTIONS  50
PMLTEST308A  PERFORM MICROSCOPIC EXAMINATION  40
PMLTEST300B  PERFORM BASIC TESTS  60
VBN047  JOB SEEKING  30
ICAU1128A  OPERATE A PERSONAL COMPUTER  30
ICAU1130A  OPERATE A SPREADSHEET APPLICATION  30
ICAU1131A  OPERATE A DATABASE APPLICATION  40
ICAU2006A  OPERATE COMPUTING PACKAGES  60
ICAU1133A  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL  25
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30

CERTIFICATE IV IN SCIENCE (I)
Course Code: 21858VIC
Campus: Werribee.
Course Objectives: The course provides general science training to a level where a student can enter and succeed in a TAFE science/technology course or an undergraduate course in a science or health services related field.
Careers: The course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.
Course Duration: 0. 5 years
Selection Processes: InterviewVTACWritten Test
Course Structure: The course may be offered on a full-time basis over 510 hours after completing the Certificate III in Science. To qualify for the Certificate IV in Science, students must satisfy the Certificate III in Science and complete additional units including: 2 core units, 2 additional units from each of the Biology and Chemistry Stream and 2 elective units not undertaken as part of Certificate III in Science.
i) Core Units of Study
VPAU077  APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS  50
FDFCORWCM2A  PRESENT AND APPLY WORKPLACE INFORMATION  30
ii) a minimum of 2 units from 2 Science Streams
Stream Units of Study
Chemistry Stream
VPAM082  ATOMIC STRUCTURE AND BONDING  50
VPAM083  STOICHIOMETRY AND SOLUTION CHEMISTRY  45
VPAM084  ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS  20
VPAM089  CHEMICAL REACTIONS  45
Biology
CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY must be completed.
VPAU075  CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY  10
VPAM087  CELL BIOLOGY  30
VPAM088  ANATOMY AND PHYSIOLOGY  30
HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT  70
VPAM090  INTRODUCTORY GENETICS  40
VPAM091  ECOLOGY  30
PMLTEST305B  PERFORM ASEPTIC TECHNIQUES  40
Elective Units
PMLTEST303B  PREPARE WORKING SOLUTIONS  50
PMLTEST308A  PERFORM MICROSCOPIC EXAMINATION  40
PMLTEST300B  PERFORM BASIC TESTS  60
ICAU1128A  OPERATE A PERSONAL COMPUTER  30
ICAU1130A  OPERATE A SPREADSHEET APPLICATION  30
ICAU1131A  OPERATE A DATABASE APPLICATION  40
ICAU2006A  OPERATE COMPUTING PACKAGES  60
ICAU1133A  SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL  25
MEM12023A  PERFORM ENGINEERING MEASUREMENTS  30
MEM12024A  PERFORM COMPUTATIONS  30

COURSE IV IN SCIENCE (I)
Course Code: 21955VIC
Campus: Werribee, Industry.
About this course: This course is intended as the training program for persons wishing to attain the skills and knowledge necessary to become an authorised implanter, under the Domestic (Feral and Nuisance) Animals Act 1994 and supporting regulations to undertake this microchipping procedure. Graduates who have successfully applied to the Department of Primary Industries to become an authorised implanter, would implant permanent identification devices into cats and/or dogs in a range of environments such as veterinary practices, animal welfare shelters and local council pounds.
Course Objectives: This course is designed to meet the training needs of people employed in the Animal Care and Management sectors to implant microchip
CERTIFICATE III IN OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB30707

Campus: Werribee.

Course Objectives: This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

Careers: This course provides skills and knowledge in the area of Occupational Health and Safety appropriate to the level of Health and Safety Assistant or equivalent in a Human Resources business context in a broad range of industries. It does not provide specific OHS knowledge related to particular technical or scientific fields. Training is related to Australian OHS legal requirements with specific emphasis on the state of Victoria.

Course Duration: 1 year

Selection Processes: Interview Written Application

Course Structure: To qualify for BSB30707 Certificate III in Occupational Health and Safety, participants must successfully complete a total of 12 units of study, 7 core units 5 elective units out of the 6 elective units listed in the model qualification structure below, or in accordance with the packaging rules specified in BSB07 Training Package (refer to Training Package Qualifications Framework). Core Units of Study

- BSBHIS301B APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE 20
- BSBHIS302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES 30
- BSBHIS303B CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT 30
- BSBHIS304B CONTRIBUTE TO OHS HAZARD CONTROL 30
- BSBHIS305B CONTRIBUTE TO OHS ISSUE RESOLUTION 30
- BSBHIS306B CONTRIBUTE TO IMPLEMENTING EMERGENCY PREVENTION ACTIVITIES AND RESPONSE PROCEDURES 20
- BSBHIS307B PARTICIPATE IN OHS INVESTIGATIONS 25

Elective Units of Study
- BSBWRT301A WRITE SIMPLE DOCUMENTS 30
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
- BSBUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

Certificate IV in Occupational Health and Safety

Course Code: BSB41407

Campus: Werribee.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

Careers: OHS Supervisor with human resources focus in a variety of general workplaces Possible job titles relevant to this qualification include - occupational health and safety coordinator - occupational health and safety officer

Course Duration: 1 year

Selection Processes: Interview Written Application

Course Structure: To be eligible for this qualification, students are required to complete a minimum of 6 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package (Refer to training Package Qualifications Framework) Core Units of Study

- BSBHIS401B CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS 50
- BSBHIS402B CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS 40
- BSBHIS403B IDENTIFY HAZARDS AND ASSESS OHS RISKS 60
- BSBHIS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK 40
- BSBHIS405B CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES 30
- BSBHIS408A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS 40

Elective Units of Study

- BSBMM401A MAKE A PRESENTATION 30
- BSBHIS506B MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 60
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50
- BSBHIS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT 40
- BSBRSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50

School of Sport & Science
## CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY

**Course Code:** BSB41604  
**Campus:** Werribee  

This course is for Continuing students only.

**About this course:** This course provides an accredited program at AQF Level 4 for students to pursue a career in occupational health and safety and/or proceed to study in the same field at a higher level.

**Course Objectives:** The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

**Careers:** Occupational Health and Safety representative.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Interview

### Course Structure

**1 year part-time. Core Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

- Elective Units of Study
- A minimum of two Common Business units at Certificate IV listed below:
  - BSB402A DEVELOP WORK PRIORITIES 30
  - BSB404A DEVELOP TEAMS AND INDIVIDUALS 30
  - BSB405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
  - BSB406A MAINTAIN BUSINESS TECHNOLOGY 40
  - BSB409A PROMOTE PRODUCTS AND SERVICES 20
  - BSB410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
  - BSB412A PROMOTE INNOVATION AND CHANGE 50
  - BSB419A MANAGE PROJECTS 60
  - BSB420A WRITE COMPLEX DOCUMENTS 50
  - BSB411A PROMOTE TEAM EFFECTIVENESS 50

**Elective Units of Study anticipated to be offered by Victoria University**

- BSB403A IDENTIFY HAZARDS AND ASSESS OHS RISKS 60
- BSB404A DEVELOP TEAMS AND INDIVIDUALS 30
- BSB405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSB406A MAINTAIN BUSINESS TECHNOLOGY 40
- BSB409A PROMOTE PRODUCTS AND SERVICES 20
- BSB410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSB412A PROMOTE INNOVATION AND CHANGE 50
- BSB419A MANAGE PROJECTS 60
- BSB420A WRITE COMPLEX DOCUMENTS 50
- BSB411A PROMOTE TEAM EFFECTIVENESS 50

---

## DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

**Course Code:** BSB51604  
**Campus:** Werribee  

This course is for Continuing students only.

**About this course:** This course provides an accredited program at AQF Level 5 for students to pursue a career in occupational health and safety and/or proceed to study in the same field at a higher level.

**Course Objectives:** The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

**Careers:** Occupational Health and Safety representative.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Interview

### Course Structure

**1 year part-time. Pre-Requisite Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

- Elective Units of Study
- A minimum of five units from the following:
  - BSB404A APPLY PRINCIPLES OF OHS RISK MANAGEMENT 30

A minimum of three units from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.

---

## DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

**Course Code:** BSB51307  
**Campus:** Werribee  

**Course Objectives:** This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

**Careers:** Occupational Health and Safety Managers with human resources focus in a variety of general workplaces Possible job titles relevant to this qualification include: Occupational Health and Safety Manager Occupational Health and Safety Coordinator Senior Occupational Health and Safety Officer

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Interview

### Course Structure

**1 year part-time. Pre-Requisite Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

- Elective Units of Study
- A minimum of two Common Business units at Diploma IV listed below:
  - BSB402A DEVELOP WORK PRIORITIES 30
  - BSB404A DEVELOP TEAMS AND INDIVIDUALS 30
  - BSB405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
  - BSB406A MAINTAIN BUSINESS TECHNOLOGY 40
  - BSB409A PROMOTE PRODUCTS AND SERVICES 20
  - BSB410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
  - BSB412A PROMOTE INNOVATION AND CHANGE 50
  - BSB419A MANAGE PROJECTS 60
  - BSB420A WRITE COMPLEX DOCUMENTS 50
  - BSB411A PROMOTE TEAM EFFECTIVENESS 50

**Elective Units of Study**

- BSB403A IDENTIFY HAZARDS AND ASSESS OHS RISKS 60
- BSB404A DEVELOP TEAMS AND INDIVIDUALS 30
- BSB405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSB406A MAINTAIN BUSINESS TECHNOLOGY 40
- BSB409A PROMOTE PRODUCTS AND SERVICES 20
- BSB410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSB412A PROMOTE INNOVATION AND CHANGE 50
- BSB419A MANAGE PROJECTS 60
- BSB420A WRITE COMPLEX DOCUMENTS 50
- BSB411A PROMOTE TEAM EFFECTIVENESS 50

---

## DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

**Course Code:** BSB51504  
**Campus:** Werribee  

This course is for Continuing students only.

**About this course:** This course provides an accredited program at AQF Level 5 for students to pursue a career in occupational health and safety and/or proceed to study in the same field at a higher level.

**Course Objectives:** The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

**Careers:** Occupational Health and Safety representative.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Interview

### Course Structure

**1 year part-time. Pre-Requisite Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

- Elective Units of Study
- A minimum of three units from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.

---

## DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

**Course Code:** BSB51504  
**Campus:** Werribee  

This course is for Continuing students only.

**About this course:** This course provides an accredited program at AQF Level 5 for students to pursue a career in occupational health and safety and/or proceed to study in the same field at a higher level.

**Course Objectives:** The course provides for students wishing to pursue a career in Occupational Health and Safety and/or proceed to study in the same field at a higher level.

**Careers:** Occupational Health and Safety representative.

**Course Duration:** 1 year

**Selection Processes:** Direct Entry Interview

### Course Structure

**1 year part-time. Pre-Requisite Units of Study**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB403A</td>
<td>IDENTIFY HAZARDS AND ASSESS OHS RISKS</td>
<td>60</td>
</tr>
</tbody>
</table>

At Least 1 of the following OHS Units:

- Elective Units of Study
- A minimum of three units from the Business Services Training Package or any other endorsed Training Package of which a minimum of two units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.
NOTE: These three units may include the two OHS units listed below and/or the unit not chosen from the OHS units listed above. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Elective Units of Study anticipated to be offered by Victoria University

ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB60607

Campus: Werribee.

Course Objectives: This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes. This qualification would suit an OHS coordinator or manager in a full-time dedicated role who manages an OHS area with significant responsibility, budget and staff.

Careers: High level OHS Managers, coordinators or officers with moderate staff and budget reporting responsibilities.

Course Duration: 1 year

Selection Processes: Interview Written Application

Course Structure: Students are required to complete a minimum of 5 core units and 3 elective units in accordance with the packaging rules specified in BSB07 Training Package (Refer to training Package Qualifications Framework). Core Units of Study

- BSB0HS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS 50
- BSB0HS603B ANALYSE AND EVALUATE OHS RISK 40
- BSB0HS604B APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK 60
- BSB0HS605B APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK 50
- BSB0HS608B CONDUCT AN OHS AUDIT 40

Elective Units of Study

- BSB0HS606B DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES 50
- BSB0HS609B EVALUATE AN ORGANISATION’S OHS PERFORMANCE 35
- BSB0HS507B FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 40

CERTIFICATE II IN FOOD PROCESSING

Course Code: FDF20103

Campus: Industry.

Course Objectives: This is an entry-level course for those employed or seeking employment as a production operator in a food processing plant.

Careers: -

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: 500 Nominal Hours. Full-time and Part Time. Core Units

- FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION 30
- FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS 40
- FDFCORQFS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES 30
- FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES 30
- FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS 20

Elective Units

A minimum of seven units, selected by the student, with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE III IN FOOD PROCESSING

Course Code: FDF30103

Campus: Industry.

Course Objectives: This course provides the knowledge and skills required of those employed or seeking employment as an advanced operator in a food processing plant.

Careers: -

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: 660 Nominal Hours. Full-time and Part Time. Core Units

- FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- FDFCORQFS3A MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS 100
- FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION 30
- FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS 20

Elective Units

A minimum of four units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.
A minimum of nine units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

**CERTIFICATE III IN FOOD PROCESSING (RETAIL BAKING - BREAD)**

**Course Code:** FDF30603

**Campus:** Industry.

**Course Objectives:** This course provides the necessary knowledge and skills to be employed as a baker in a retail baking environment for bread products only.

**Careers:** Baker in a retail baking environment for bread products. Darty process worker specialising in cheese making.

**Course Admission Requirements Year 12:**

**Admission Requirements International:**

**Admission Requirements VET:**

**Selection Processes:** Direct Entry Employer Choice Written Application

**Course Structure** To be awarded a Certificate III in Food Processing (Retail Baking - Bread) competency must be achieved in a total of 13 units, consisting of 4 core units and 9 elective units. Core Units of Study

- **FDFCORHS3A** MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- **FDFCORQFS3A** MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS 100
- **FDFCORWCM2A** PRESENT AND APPLY WORKPLACE INFORMATION 30
- **FDFCORBM2A** USE BASIC MATHEMATICAL CONCEPTS 20

Elective Units of Study A minimum of nine specialist units, selected by the student with the approval of the Head of School, from the relevant specialist and optional sets of units.

Common specialist units

- **FDFZPMMB2A** OPERATE A MIXING/BLENDING PROCESS 40
- **Baking specialist units**
  - **FDFRBBDM3A** OPERATE A DOUGH MIXING PROCESS 80
  - **FDFRBDPM3B** DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD) 60
  - **FDFRBDPQ2B** PRODUCE BREAD DOUGH 80
  - **FDFRBBR2B** RETARD DOUGH 20
  - **FDFRBSAM2B** SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF 30
  - **FDFZCSCS2A** CLEAN AND SANITIZE EQUIPMENT 30
  - **FDFZPRW1A** PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT 30
  - **THHGHS03B** PROVIDE FIRST AID 24
  - **FDFZPMMB2A** OPERATE A MIXING/BLENDING PROCESS 40
  - **FDFOPTMR1A** MEASURE AND RECORD WORKPLACE INFORMATION 30
  - **FDFRBBB2B** MAKE BREAD 40

Cheese making specialist units

- **FDFZPRIPK3A** APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE 60
- **FDFZPRSYS3A** OPERATE PROCESSES IN A PRODUCTION SYSTEM 60
- **FDFZPRDT2B** OPERATE A DEPOSITING PROCESS 60
- **FDFZPRCM2B** OPERATE A CHEESE PRESSING AND MOULDING PROCESS 40
- **FDFZPRCC2B** OPERATE A CURD PRODUCTION AND CUTTING PROCESS 50
- **FDFZPKM3A** PACK PRODUCT MANUALLY 20
- **FDFZPHS2B** OPERATE A HOLDING AND STORAGE PROCESS 25
- **FDFZPFPP2B** OPERATE A FERMENTATION PROCESS 25
- **FDFOPTPIP3A** PARTICIPATE IN IMPROVEMENT PROCESSES 50
- **FDFZPRIPK3A** APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE 60
- **FDFZPRSYS3A** OPERATE PROCESSES IN A PRODUCTION SYSTEM 60
- **FDFZPRDT2B** OPERATE A DEPOSITING PROCESS 60
- **FDFZPRCM2B** OPERATE A CHEESE PRESSING AND MOULDING PROCESS 40
- **FDFZPRCC2B** OPERATE A CURD PRODUCTION AND CUTTING PROCESS 50
- **FDFZPKM3A** PACK PRODUCT MANUALLY 20
- **FDFZPHS2B** OPERATE A HOLDING AND STORAGE PROCESS 25
- **FDFZPFPP2B** OPERATE A FERMENTATION PROCESS 25
- **FDFOPTPIP3A** PARTICIPATE IN IMPROVEMENT PROCESSES 50

**CERTIFICATE IV IN FOOD PROCESSING**

**Course Code:** FDF40103

**Campus:** Industry.

**Course Objectives:** The course provides the knowledge and skills required of those employed as production supervisors in a medium to large food processing enterprise.

**Careers:**

**Course Duration:** 1 year

**Selection Processes:** Direct Entry

**Course Structure** 1090 Nominal Hours. Full-time and Part Time. Core Units

- **FDFCORHS3A** MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- **FDFCORQFS3A** MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS 100
- **FDFCORWCM2A** PRESENT AND APPLY WORKPLACE INFORMATION 30
- **FDFCORBM2A** USE BASIC MATHEMATICAL CONCEPTS 20

Elective Units A minimum of seventeen units, selected by the student with the approval of the Head of School, from the relevant specialist and optional sets of units.

Common specialist units

- **FDFZPMMB2A** OPERATE A MIXING/BLENDING PROCESS 40
- **Baking specialist units**
  - **FDFZPMMB2A** OPERATE A MIXING/BLENDING PROCESS 40
  - **FDFRBBDM3A** OPERATE A DOUGH MIXING PROCESS 80
  - **FDFRBDPM3B** DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD) 60
  - **FDFRBDPQ2B** PRODUCE BREAD DOUGH 80
  - **FDFRBRD2B** RETARD DOUGH 20
  - **FDFRBSAM2B** SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF 30
  - **FDFZCSCS2A** CLEAN AND SANITIZE EQUIPMENT 30
  - **FDFZPRW1A** PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT 30
  - **THHGHS03B** PROVIDE FIRST AID 24
- **Cheese making specialist units**
  - **FDFZPRIPK3A** APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE 60
  - **FDFZPRSYS3A** OPERATE PROCESSES IN A PRODUCTION SYSTEM 60
  - **FDFZPRDT2B** OPERATE A DEPOSITING PROCESS 60
  - **FDFZPRCM2B** OPERATE A CHEESE PRESSING AND MOULDING PROCESS 40
  - **FDFZPRCC2B** OPERATE A CURD PRODUCTION AND CUTTING PROCESS 50
  - **FDFZPKM3A** PACK PRODUCT MANUALLY 20
  - **FDFZPHS2B** OPERATE A HOLDING AND STORAGE PROCESS 25
  - **FDFZPFPP2B** OPERATE A FERMENTATION PROCESS 25
  - **FDFOPTPIP3A** PARTICIPATE IN IMPROVEMENT PROCESSES 50

**DIPLOMA OF FOOD PROCESSING**

**Course Code:** FDF50103

**Campus:** Industry.

**About this course:** The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

**Careers:** Production Manager

**Course Selection Processes:** Employer Choice

**Course Structure** The course consists of core, optional and specialist units. Core Units of Study

- **FDFCORHS3A** MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- **FDFCORQFS3A** MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS 100
- **FDFCORWCM2A** PRESENT AND APPLY WORKPLACE INFORMATION 30
- **FDFCORBM2A** USE BASIC MATHEMATICAL CONCEPTS 20
- **FDFCORIPK3A** APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE 60
- **FDFCORSYS3A** OPERATE PROCESSES IN A PRODUCTION SYSTEM 60
- **FDFCORDT2B** OPERATE A DEPOSITING PROCESS 60
- **FDFCORCM2B** OPERATE A CHEESE PRESSING AND MOULDING PROCESS 40
- **FDFCORCC2B** OPERATE A CURD PRODUCTION AND CUTTING PROCESS 50
- **FDFCORPKM3A** PACK PRODUCT MANUALLY 20
- **FDFCORPHS2B** OPERATE A HOLDING AND STORAGE PROCESS 25
- **FDFCORPFPP2B** OPERATE A FERMENTATION PROCESS 25
- **FDFOPTPIP3A** PARTICIPATE IN IMPROVEMENT PROCESSES 50

- **FDFCORWCM2A** PRESENT AND APPLY WORKPLACE INFORMATION 30
Elective Units of Study: A minimum of twenty-five units, selected by the student with the approval of the Program Manager, from the relevant specialist and optional sets of units.

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE (I)

Course Code: HLT40307

Campus: City King St, Footscray Park, Industry, Other, Whitten Oval, Footscray

About this course: This qualification covers workers who work as basic level massage therapists. It provides skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working within a clinic or in their own clinic; in an aged care facility; in a health service; in a spa facility, or in a palliative care facility or hospital.

Course Objectives: The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.

Careers: This qualification covers work for a massage therapist at a basic level. It provides skills in therapeutic, sports and relaxation massage including basic health assessment and treatment. With this qualification, therapists can work in a clinic, with athletes, aged care facility, health service, health spa facility and in palliative care in a hospital or facility.

Course Duration: 0.5 years

Admission Requirements: Other: IELTS 5.5

Selection Processes: Direct Entry Interview VTAC Written Application

Course Structure: The course is offered on a full-time basis over 0.5 years. The course is offered on a full-time basis only. A total of 15 units are required for the qualification, comprising of 10 common units and 5 specialisation units.

Core Units of Study

- **BSBCMN204A** WORK EFFECTIVELY WITH OTHERS (15)
- **HLTCOM404B** COMMUNICATE EFFECTIVELY WITH CLIENTS (30)
- **HLTCOM405B** ADMINISTER A PRACTICE (30)
- **HLTCOM406B** MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE (40)
- **HLTCOM408B** USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY (40)
- **HLFA301B** APPLY FIRST AID (18)
- **HLTHIR301A** COMMUNICATE AND WORK EFFECTIVELY IN HEALTH (20)
- **HLTOS300A** CONTRIBUTE TO OHS PROCESSES (20)
- **HLTHIR301A** COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK (20)
- **HLTAP401A** CONFIRM PHYSICAL HEALTH STATUS (90)

Specialisation Units

- **HLTREM401B** WORK WITHIN A MASSAGE FRAMEWORK (20)
- **HLTREM406B** PROVIDE MASSAGE TREATMENT (240)
- **HLTREM407B** PLAN MASSAGE TREATMENT (20)
- **HLTREM408B** APPLY MASSAGE ASSESSMENT FRAMEWORK (20)
- **HLTREM409B** PERFORM MASSAGE HEALTH ASSESSMENT (100)

DIPLOMA OF REMEDIAL MASSAGE (I)

Course Code: HLT50307

Campus: Footscray Park, Industry, Other, Whitten Oval, West Footscray

About this course: This qualification covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, and children.

Course Objectives: The Diploma in Remedial Massage is designed to develop workplace skills and knowledge in relaxation, therapeutic, sports, and remedial massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments. It covers the provision of remedial massage to a variety of clients with specific needs such as injury management, rehabilitation and palliative care.

Careers: This qualification provides the skills required for competence in remedial massage practice and practitioners at this level may be self-employed as independent practitioners or may work within a large health service.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements International: IELTS 5.5 Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements Mature Age: Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements VET:

Selection Processes: Interview/VTAC Written Application

Course Structure: The units in the Certificate IV in Massage are Prerequisites for entry to this qualification. This includes 6 compulsory units and 5 specialisation units and 3 electives. In the Diploma of Remedial Massage there are 6 compulsory units, 5 specialisation units and 3 electives required for award of this qualification. Compulsory Units

- **HLTCOM502B** DEVELOP PROFESSIONAL EXPERTISE (40)
- **HLTCOM503B** MANAGE A PRACTICE (50)
- **CHCORG28A** REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE (120)
- **HLTHIR506B** IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS (50)
- **HLTAP501A** ANALYSE HEALTH INFORMATION (30)
- **HLTHIR501A** MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT (20)

Specialisation units

- **HLTREMS02B** PROVIDE REMEDIAL MASSAGE TREATMENT (240)
- **HLTREMS03B** PLAN REMEDIAL MASSAGE TREATMENT STRATEGY (40)
- **HLTREMS04B** APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK (40)
- **HLTREMS05B** PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT (200)
- **HLTREMS10A** PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS (40)

Elective Units: 3 Electives are to be selected in line with the specified Packaging Rules.

- **HLTHIR404B** WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE (20)
- **HLTHIR403B** WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS (20)
- **HLTREMS12A** PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING (50)
- **HLTREMS13A** PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES (50)
FACULTY OF WORKFORCE DEVELOPMENT

CHDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 50
HLTCOM510A PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS 50
HLTCOM509A PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS 50
HLTREM511A PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN 50
CHCAC3C ORIENTATION TO AGED CARE WORK 50

CERTIFICATE III IN LABORATORY SKILLS

Course Code: PML30104
Campus: Werribee, Other, Campuses.

About this course: This course aims to provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health and safety.

Course Objectives: To provide a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. To provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health & safety.

Careers: Recognised industry base qualification for laboratory personnel. Pathway into science courses at Certificate IV or Diploma or Laboratory courses at Diploma level in TAFE.

Course Duration: 0.5 years

Admission Requirements Year 12: Applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course.

Admission Requirements VET: Not Applicable

Selection Processes: Interview Written Application Written Test

Course Structure: This course may be offered on a full-time or part-time basis over 320-620 hours. This course is offered on a full-time basis over six months or part-time equivalent. Core Units of Study

Unit of Study Code Nominal Hours
PMLCOM300B COMMUNICATE WITH OTHER PEOPLE 40
PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY 40
PMLORG301A PERFORM BIOLOGICAL PROCEDURES 40
PMLDATA200A RECORD AND PRESENT DATA 40
PMLQUAL300B CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES 30

Elective Units of Study
PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION) 40
PMLSAMP200A COLLECT ROUTINE SITE SAMPLES 30
PMLSAMP201A HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT 30
PMLTEST200A CONDUCT ROUTINE SITE MEASUREMENTS 30
PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE 30
PMLOHS301B WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDARD RADIATION 40

PMLQUAL301B APPLY CRITICAL CONTROL POINT REQUIREMENTS 40
PMLSAMP302A RECEIVE AND PREPARE SAMPLES FOR TESTING 30
PMLSCIG300B OPERATE BASIC HANDBLOWING EQUIPMENT 60
PMLSCIG301B REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT 40
PMLTEST300B PERFORM BASIC TESTS 60
PMLTEST303B PREPARE WORKING SOLUTIONS 50
PMLTEST304B PREPARE CULTURE MEDIA 30
PMLTEST305B PERFORM ASEQPTIC TECHNIQUES 40
PMLTEST306B ASSIST WITH FIELDWORK 40
PMLTEST307B PREPARE TRIAL BATCHES FOR EVALUATION 40
PMLTEST308A PERFORM MICROSCOPIC EXAMINATION 40
PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES 40
PMLCAL400A PERFORM STANDARD CALIBRATIONS 50
PMLDATA400A PROCESS AND INTERPRET DATA 70
PMLMAIN400A MAINTAIN AND CONTROL STOCKS 50
PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50
PMLORG600A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS 60
PMLQUAL400B CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS 60
PMLQUAL410B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES 80

Subject PMLSAMP400B not found

PMLSAMP401A PREPARE MINERAL SAMPLES FOR ANALYSIS 60
PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS 100
PMLTEST403B ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS 80
PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES 100
PMLTEST405A PERFORM FOOD TESTS 100
PMLTEST406A PERFORM PHYSICAL TESTS 100
PMLTEST407A PERFORM BIOLOGICAL PROCEDURES 130
PMLTEST408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING 80
PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES 40
PMLTEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING 60
PMLTEST411A PERFORM MECHANICAL TESTS 80
PMLTEST412A PREPARE TISSUE AND CELL CULTURES 50

Students are required to complete five units of study plus seven elective units of study. These elective units must include a minimum of four (4) units from the PML 300 series, including at least one of the PMLTEST300 or SCIG300 series units, a maximum of two units from the PML 200 series; a maximum of two units from the PML 400 series; and a maximum of two relevant units from other endorsed Training Packages.

Units with Prerequisites.
Unit : Pre-requisite
PMLTEST405A : PMLTEST308A
PMLTEST407A : PMLTEST305B and PMLTEST308A
PMLTEST412A : PMLTEST305A
CERTIFICATE IV IN LABORATORY TECHNIQUES
Course Code: PML40104
Campus: Werribee, Industry.

About this course: This course provides participants with the skills and knowledge required to work as technical assistants conducting a wide range of basic tests in a biological, environmental or pathology science laboratory setting.

Course Objectives: Provides an accredited program at AQF level 4 for students wishing to pursue a career in Laboratory or Technical field and/or proceed to study in the same field at a higher level.

Careers: Laboratory Assistant

Course Duration: 1 year

Admission Requirements Year 12: To qualify for admission to the course, applicants must have completed VCE with preference for Chemistry and Biology and have an appreciation of laboratory procedures in the workplace and be assessed as being capable of successfully completing the course.

Admission Requirements Mature Age: To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of laboratory procedures in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Admission Requirements Other: To qualify for admission to the course, applicants generally must have completed VCE with preference for Chemistry and Biology and have an appreciation of laboratory procedures in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Selection Processes: Direct Entry VTAC

Course Structure This course is offered Full-time, Part-time, Flexible delivery. To be awarded a Certificate IV in Laboratory Techniques, competency must be achieved in to total of 16 units of competency including 5 core units and 11 elective units. Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td>70</td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td>50</td>
</tr>
<tr>
<td>PMLTG530A</td>
<td>40</td>
</tr>
<tr>
<td>PMLQUAL401B</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLMAIN300B</td>
<td>30</td>
</tr>
<tr>
<td>PMLTEST300B</td>
<td>60</td>
</tr>
<tr>
<td>PMLCOM500B</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST404A</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST402B</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST409A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST308A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST310A</td>
<td>40</td>
</tr>
<tr>
<td>PMLCAL400A</td>
<td>50</td>
</tr>
<tr>
<td>PMLQUAL301B</td>
<td>40</td>
</tr>
<tr>
<td>PMLMAIN400A</td>
<td>50</td>
</tr>
<tr>
<td>PMLRG6400A</td>
<td>60</td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td>60</td>
</tr>
</tbody>
</table>

PMLTG530A *= prerequisite PMLDATA400A - Process and interpret data

DIPLOMA OF LABORATORY TECHNOLOGY (I)
Course Code: PML50104
Campus: Werribee, Other, (part-time) campuses.

Course Objectives: The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological, environmental or pathology science laboratory setting.

Careers: This course is suitable for people seeking employment in a laboratory setting as Technical officers, laboratory technicians, analysts etc.

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of an approved course of study at Year 12 level or equivalent, with studies in English, Biology and preferably Chemistry.

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course.

Admission Requirements VET: Not Applicable

Selection Processes: Interview Written Application Written Test

Course Structure This course may be offered on a full-time basis over 1670 hours or part-time equivalent. Full-time, Part-time, Flexible delivery & Distance Core Units of Study

Unit of Study Code Nominal Hours

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300B</td>
<td>40</td>
</tr>
<tr>
<td>PMLOH5400A</td>
<td>50</td>
</tr>
<tr>
<td>PMLTG530A</td>
<td>40</td>
</tr>
<tr>
<td>PMLCAL500B</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA400A</td>
<td>70</td>
</tr>
<tr>
<td>PMLTEST411A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST406A</td>
<td>100</td>
</tr>
<tr>
<td>PMLSAMP401A</td>
<td>60</td>
</tr>
<tr>
<td>PMLSAMP302A</td>
<td>30</td>
</tr>
<tr>
<td>PMLSAMP400B</td>
<td>0</td>
</tr>
<tr>
<td>PMLSAMP401A</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST406A</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST411A</td>
<td>80</td>
</tr>
<tr>
<td>PMLDATA500B</td>
<td>80</td>
</tr>
<tr>
<td>PMLDATA500B</td>
<td>80</td>
</tr>
<tr>
<td>PMLDATA501B</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST300B</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST310A</td>
<td>40</td>
</tr>
</tbody>
</table>

SCHOOL OF SPORT & SCIENCE
<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTD4020A</td>
<td>PLAN THE IMPLEMENTATION OF REVEGETATION WORKS 80</td>
</tr>
<tr>
<td>RTD4402A</td>
<td>DEFINE THE PEST PROBLEM IN A LOCAL AREA 100</td>
</tr>
<tr>
<td>RTD4502A</td>
<td>MONITOR BIODIVERSITY 100</td>
</tr>
<tr>
<td>RTD4504A</td>
<td>PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES 120</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS 30</td>
</tr>
<tr>
<td>RTC4702A</td>
<td>MINIMISE RISKS IN THE USE OF CHEMICALS 60</td>
</tr>
<tr>
<td>RTO4403A</td>
<td>DEVELOP A PEST MANAGEMENT ACTION PLAN 100</td>
</tr>
<tr>
<td>RTO4407A</td>
<td>INVESTIGATE A REPORTED PEST TREATMENT FAILURE 60</td>
</tr>
<tr>
<td>THPPD05B</td>
<td>PLAN AND DEVELOP INTERPRETIVE ACTIVITIES 60</td>
</tr>
<tr>
<td>PUACOM012A</td>
<td>Liaise with Media at a Local Level 20</td>
</tr>
<tr>
<td>RTCS011A</td>
<td>COLLECT AND CLASSIFY PLANTS 120</td>
</tr>
<tr>
<td>RTDS052A</td>
<td>CONDUCT FIELD RESEARCH INTO NATURAL AND CULTURAL RESOURCES 200</td>
</tr>
</tbody>
</table>

**CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT**

Course Code: RTD40102
Campus: Werribee, Other, Campus.

Course Objectives: The course aims to provide training to the level of leading hand or supervisor.

Careers: Pest management officer, park ranger or cultural officer.

Course Duration: 1 year

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

Selection Processes: Direct Entry Interview VTAC

Course Structure 1 year full-time or part-time equivalent. Full-time or part-time, on campus. The structure of the course comprises twelve units of study from the following: Group A Units of Study

- RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS 80
- RTD4402A DEFINE THE PEST PROBLEM IN A LOCAL AREA 100
- RTD4502A MONITOR BIODIVERSITY 100

Eleven elective units as listed in the Laboratory Operations Training Package PML04.

- RTD4057A PERFORM ASEPTIC TECHNIQUES 40
- RTD4058A PERFORM MICROSCOPIC EXAMINATION 40
- RTD4062A PERFORM STANDARDISE AND USE SOLUTIONS 100
- RTD4064A PERFORM CHEMICAL TESTS AND PROCEDURES 100
- RTD4122A PERFORM BIOLOGICAL PROCEDURES 130
- RTD4125A PERFORM MICROSCOPIC TESTS 140
- RTD512A APPLY ELECTROPHORETIC TECHNIQUES 100
- RTD513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES 120
- RTD524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES 150

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject PMLTEST317A not found</td>
</tr>
<tr>
<td>Subject PMLTEST318A not found</td>
</tr>
<tr>
<td>PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS 100</td>
</tr>
<tr>
<td>PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES 100</td>
</tr>
<tr>
<td>PMLTEST407A PERFORM BIOLOGICAL PROCEDURES 130</td>
</tr>
<tr>
<td>PMLTEST501B PERFORM MICROSCOPIC TESTS 140</td>
</tr>
<tr>
<td>PMLTEST503B PERFORM HISTOLOGICAL TESTS 150</td>
</tr>
<tr>
<td>PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES 100</td>
</tr>
<tr>
<td>PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES 120</td>
</tr>
<tr>
<td>Subject PMLTEST517A not found</td>
</tr>
<tr>
<td>Subject PMLTEST518A not found</td>
</tr>
<tr>
<td>PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES 150</td>
</tr>
</tbody>
</table>

Twelve elective units as listed in the Laboratory Operations Training Package PML04.

**DIPLOMA OF CONSERVATION AND LAND MANAGEMENT**

Course Code: RTD50102
Campus: Werribee.

Course Objectives: The course aims to provide training to the level of park manager.

Careers: Forest officer, public land pest manager, bush care coordinator.

Course Duration: 1 year

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

Selection Processes: Direct Entry Interview VTAC

Course Structure 1 year full-time or part-time equivalent over 1330-1450 hours. Full-time or part-time, on campus. The structure of the course is ten units (together totalling at least 1330 nominal hours) selected by the student, with the approval of the Head of Department, having regard to one of the following streams as detailed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002 -

- (i) General Land Management
- (ii) Conservation Earthworks
- (iii) Indigenous Land Management
- (iv) Lands, Parks and Wildlife
- (v) Community Coordination and Facilitation
- (vi) Weed Management
(vii) Vertebrate Pest Management
(viii) Natural Area Restoration and Management.

CERTIFICATE II IN ANIMAL STUDIES
Course Code: RUV20104
Campus: Werribee, Industry,
Course Objectives: This course provides general prevocational training for people who want to undertake work in the animal care industry.
Careers: Veterinary receptionist, Animal attendant.
Course Duration: 9 months
Admission Requirements Year 12:
Admission Requirements International:
Admission Requirements Mature Age:
Admission Requirements VET:
Admission Requirements Other:
Selection Processes: Direct Entry
Course Structure
To achieve this qualification 10 units must be successfully completed: 5 core units and 5 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the RUV04 Animal Care and Management Training Package AQF level 1,2 and 3 / Business Services, Administration, Cleaning Operations, Information Technology, Retail Operations and other relevant national endorsed Training Packages approved by the School of Sport and Science. A minimum of 310 nominal hours. Core Units of Study
RUV2101A  WORK IN THE ANIMAL CARE INDUSTRY 20
RUV2102A  FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
RUV2103A  ASSISTS WITH GENERAL ANIMAL CARE 80
RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
Elective Units of Study
Group B
Select minimum of 3 units from Group B
RUV2106A  ASSIST WITH FOOD PREPARATION 20
RUV2107A  PROVIDE BASIC FIRST AID FOR ANIMALS 30
RUV2108A  RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE 30
RUV2401A  PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION 30
RUV2501A  PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES 60
RUV2601A  CARRY OUT VETERINARY RECEPTION DUTIES 30
RUV2602A  CARRY OUT DAILY CLINIC ROUTINES 40
RUV2603A  ASSIST WITH SURGERY PREPARATIONS 40
Group C
Select minimum of 2 units from Group C
HLTFA301B  APPLY FIRST AID 18
RUV3505A  PROVIDE ENRICHMENT FOR COMPANION ANIMALS 30
SIRXFIN001A  BALANCE POINT-OF-SALE TERMINAL 20

CERTIFICATE III IN ANIMAL TECHNOLOGY
Course Code: RUV30104
Campus: Werribee.
Course Objectives: This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.
Careers: Animal attendant, Animal carer.
Course Duration: 9 months
Selection Processes: Direct Entry Interview
Course Structure
9 months part-time. Part-time, on campus. Core Units of Study
PMLDATA300A  PROCESS AND RECORD DATA 70
PMLTEST305B  PERFORM ASEPTIC TECHNIQUES 40
RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
RUV3301A  CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES 40
RUV3302A  CONDUCT EUTHANASIA OF RESEARCH ANIMALS 40
RUV3303A  MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING 50
RUV3304A  PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS 40
RUV3305A  CARRY OUT SIMPLE BREEDING PROCEDURES 30
RUV3306A  WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION 50
RUV3307A  PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS 40
Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from: PMLMAIN300B  MAINTAIN THE LABORATORY FIT FOR PURPOSE 30
PMLTEST300B  PERFORM BASIC TESTS 60
PMLTEST301B  PERFORM BIOLOGICAL LABORATORY PROCEDURES 80
PMLTEST303B  PREPARE WORKING SOLUTIONS 60
RTC3310A  OPERATE SPECIALISED MACHINERY AND EQUIPMENT 60
RUV2603A  ASSIST WITH SURGERY PREPARATIONS 40
OR
Any other units of competency relevant to the Animal Care and management sector from: - RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

CERTIFICATE III IN CAPTIVE ANIMALS
Course Code: RUV30204
About this course: The Certificate III in Captive Animals is the industry qualification for persons operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment. It is highly recommended that whilst undertaking this qualification, the learner should have access to a captive
animal workplace through either paid employment or a period of work placement or work experience.

Course Objectives: The Certificate III in Captive Animals is the industry qualification for persons operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

Careers: Animal Carer

Course Duration: 0.5 years

Admission Requirements Other: Direct Entry

Selection Processes: Direct Entry

Course Structure: A total of 14 units of competency must be completed: 10 core units and 4 Elective Units. Core Units

RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES 50
RUV3402A WORK WITHIN A CAPTIVE ANIMAL INSTITUTION 60
RUV3403A PREPARE AND PRESENT INFORMATION TO THE PUBLIC 30
RUV3404A ASSIST WITH COLLECTION MANAGEMENT 50
RUV3406A PREPARE AND MAINTAIN ANIMAL HOUSING 50
RUV3408A PREPARE ANIMAL DIETS AND MONITOR FEEDING 50
RUV3409A MONITOR AND MAINTAIN ANIMAL HEALTH 60
RUV3410A CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS 60
RUV3412A MONITOR ANIMAL REPRODUCTION 30
RUV3414A IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY 30

Elective Units

RDU3125A RESPOND TO WILDLIFE EMERGENCIES 70
RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE 50
RUV3407A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
RUV3411A REHABILITATE AND RELEASE NATIVE WILDLIFE 50
RUV3413A CONDITION ANIMALS 40
RUV3414A PROVIDE Information ON COMPANION ANIMAL SELECTION AND GENERAL CARE 50

CERTIFICATE III IN COMPANION ANIMAL SERVICES

Course Code: RUV30304

Campus: Werribee, Industry, Online.

Course Objectives: This course aims to provide training for people working as an assistant within a companion animal organisation.

Careers: Animal carer, pet shop assistant.

Course Duration: 1 year

Selection Processes: Direct Entry Interview

Course Structure: 1 year part-time. Part-time, on-campus. A total of 16 units of competency must be completed: undertake all 9 core units from Group A below select 4 units from Group B below select 3 additional units from Groups B and / or C below Core Units of Study - Group A

RUV2101A WORK IN THE ANIMAL CARE INDUSTRY 20
RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
RUV2103A ASSISTS WITH GENERAL ANIMAL CARE
RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS
RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS
RUV2106A PROVIDE FIRST AID
RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES
RUV3102A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3103A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3104A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3105A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3106A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3107A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3108A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3109A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3110A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3111A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3112A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3113A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3114A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3115A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3116A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3117A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3118A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3119A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3120A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3121A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3122A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3123A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3124A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3125A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3126A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3127A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3128A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
RUV3129A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
RUV3130A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
RUV3131A PROVIDE ENRICHMENT FOR COMPANION ANIMALS

CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION

Course Code: RUV40104

Campus: Werribee, Industry. Seminars will be offered at Wyndham Civic Centre. Training will be delivered by Wyndham Council staff hired as VU trainers.

About this course: The Certificate IV in Animal Control and Regulation is the industry qualification for persons undertaking animal control and regulatory functions. While desired by Department of Primary Industries that Local Government Enforcement Officers hold this qualification it is not currently mandated so.

Careers: Candidates who achieve this qualification will be able to gain employment in the areas of animal handling, such as working in an animal pound and as an Animal control and regulation officer working for local government.

Course Duration: 2 years

Admission Requirements Other: Entry will be by direct application. It will be a
condition of entry that candidates are currently employed in the local government industry or equivalent.

Selection Processes: Direct Entry Employer ChoiceUser Choice (Apprenticeships)

Prerequisite Unit Requirements: Current employment in the area of animal management or local government compliance and regulation.

Course Structure The course requires the completion of a total of 14 units of competency, 10 core units and 4 elective units. Elective Units of Study

- RUV4207A CONDUCT COMMUNITY AWARENESS PROGRAMS 40
- RUV4208A COORDINATE SEIZURE OF ANIMALS 30
- LGAEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES 40
- PSPPM401B DESIGN SIMPLE PROJECTS 65

Core Units of Study

- RUV4101A IMPLEMENT AND MONITOR THE ORGANISATION’S OHS PROGRAM 70
- RUV4201A COMPLY WITH ANIMAL CONTROL AND REGULATION REQUIREMENTS 60
- RUV4202A ASSESS AND IMPOUND ANIMALS 60
- RUV4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR 60
- RUV4204A MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT 30
- RUV4206A CARRY OUT POUND PROCEDURES 30
- RUV4209A PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE 80

Elective Units of Study

- RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE 40
- RUV4602A APPLY RADIOGRAPH ROUTINES 70
- RUV4603A PERFORM CLINICAL PATHOLOGY PROCEDURES 70
- RUV4604A PERFORM CLINIC OFFICE PROCEDURES 30
- RUV4605A CARRY OUT SURGICAL NURSING ROUTINES 80
- RUV4606A NURSE ANIMALS 80
- RUV4607A CARRY OUT MEDICAL NURSING ROUTINES 30
- RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES 40
- RUV4609A PROVIDE SPECIFIC ANIMAL CARE ADVICE 120
- RUV4610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES 40

Core Units of Study

- RUV2101A WORK IN THE ANIMAL CARE INDUSTRY 20
- RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
- RUV2103A ASSISTS WITH GENERAL ANIMAL CARE 80
- RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS 30
- RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
- RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES 30
- RUV2602A CARRY OUT DAILY CLINIC ROUTINES 40
- RUV2603A ASSIST WITH SURGERY PREPARATIONS 40
- RUV4601A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS 50
- RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES 50
- RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES 50
- RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS 40
- HLTFA301B APPLY FIRST AID 18
- RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING 40
- RUV3509A PROVIDE COMPANION ANIMAL NURSING SERVICES 150
- PRSS0327A PROVIDE ADVANCED FIRST AID 24
- RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE 50
- RUV4512A CONDUCT COMPANION ANIMAL TRAINING CLASSES 100
- RUV4509A PROVIDE PROFESSIONAL COMPANION ANIMAL GROOMING SERVICES 150
- RUV4511A PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES 80
- RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS 60

Certificate IV in Veterinary Nursing
Course Code: RUV40404

Campus: Werribee, Industry.

About this course: This course provides training for veterinary nurses in veterinary clinics. Career opportunities for a Veterinary Nurse include working at vet practices, pharmaceutical industries or animal shelters.

Course Objectives: This course provides training to the level required for people operating as veterinary nurses within veterinary clinics.

Careers: Veterinary Nurse

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Have sufficient relevant work experience in the animal care industry sector.

Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry

Course Structure Full time - 12 month Part time - 2 years The course requires the completion of 21 units (comprising 18 and 3 electives). Where appropriate for industry and workplace requirements, elective units may be selected by the student, with the approval of School of Sport and Science relevant to the Veterinary Nursing sector from: RUV04 Animal Care and Management Training Package; and/or any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.
DIPLOMA OF ANIMAL TECHNOLOGY
Course Code: RUV50104
Campus: Werribee, Other, Campus.

About this course: This course provides students with the skills and knowledge to carry out animal technology duties and to work at a senior or managerial level.

Course Objectives: This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment

Careers: Senior Technical Officer, Animal House Manager.

Course Duration: 3 years

Selection Processes: Direct Entry VTAC

Course Structure
This course is 3 years. The 1st year of study is full-time, while 2nd and 3rd years of study are part-time. Full-time and part-time. Core Units of Study

- RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS 30
- RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS 20
- RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES 40
- RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS 40
- RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING 50
- RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS 40
- RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES 30
- RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION 50
- RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS 40
- RUV5301A CARRY OUT BREEDING PROCEDURES 40
- RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL 80
- RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS 40
- RUV5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY 20
- RUV5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS 80
- RUV5306A PLAN AN ANIMAL TECHNOLOGY FACILITY 60
- RUV5307A MANAGE LABORATORY PROCEDURES 100
- RUV5308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES 60
- BSBSBM407A MANAGE A SMALL TEAM 40
- PMLDATA300A PROCESS AND RECORD DATA 70
- PMLTEST305A PERFORM ASEPTIC TECHNIQUES 40

Elective Units of Study
Select five units from those specified in the SRS03 version 2 Training Package.

CERTIFICATE II IN COMMUNITY RECREATION
Course Code: SRC20206
Campus: Footscray Park.

Course Objectives: This qualification is designed for people wanting to work as an assistant in a community recreation setting.

Careers: An assistant in a community recreation setting

Course Duration: 1 year

Admission Requirements Year 12: Not applicable
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Direct Application
Admission Requirements VET: Not applicable
Admission Requirements Other: Direct Application

Selection Processes: Direct Entry

Course Structure
The course may be offered on a part-time basis over 1 yearPart-time; Flexible Delivery. Core Units of Study

- All 5 units

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGC5002A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Stream Units of Study

- All 5 units

SRCCRD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK 15
SRCCR0002B RESPOND TO CLIENTS AT RISK 15
SRCCRD0003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING 10
SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8

Elective Units of Study
Select five units from those specified in the SRS03 version 2 Training Package.

- SROABA001A DEMONSTRATE SIMPLE ABSEILING SKILLS ON ARTIFICIAL SURFACES 8
- SROABNO002A SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM 15
- SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS 10
- SRSCOP006B COMPLETE A TAX RETURN 10
- SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN 5
- SRXKYK001A DEMONSTRATE SIMPLE KAYAKING SKILLS 20

CERTIFICATE III IN COMMUNITY RECREATION
Course Code: SRC30206
Campus: Footscray Park.

Course Objectives: This qualification is designed for people wanting to work as an assistant running a Community Recreation Centre programs.

Careers: Assistant Community Recreation Officer.
Course Duration: 1 year
Selection Processes: Direct Entry
Course Structure: Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details. Co-requisite Units of Study
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFML303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFADD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCT003A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXOHISO01B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
SRCAQU003B RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES 10
SRCAQU006B SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT 15
SRCAQU007B RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES 15
SRXFADD001A PROVIDE FIRST AID 10
SRXFAC001B MAINTAIN EQUIPMENT OF ACTIVITIES 5
SRXGR0001A FACILITATE A GROUP 12
SRXRESO01B EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE 12
SRCCRD003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRCCRD004B WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM 10
SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXGRO001A FACILITATE A GROUP 12

Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2. 00), Australian National Training Authority, 2006: -Amenity Horticulture;
- Events and Facilities;
- General Administration;
- Retail;
- Sales and Marketing.

Elective Units of Study
Choose five elective units with a minimum of three units from SRS03 (Version 2) Training Package endorsed by the Australian National Training Authority.

Certificate IV in Community Recreation
Course Code: SRC40206
Campus: Footscray Park, Other.
Course Objectives: This qualification is designed for people wanting to work in a Community Recreation Centre, or organising Community Recreation programs.
Careers: Community Recreation Officer.
Course Duration: 1 year
Selection Processes: Direct Entry
Course Structure: Part time basis over 1 year. Participants must complete 7 units of study.
Core Units of Study

All 9 units
BSBCMN402A DEVELOP WORK PRIORITIES 30
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXGCS006A ADDRESS CLIENT NEEDS 10
SRXGCT05A COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGRO001A CONDUCT PROJECTS 15
SRXOHISO02B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
All 7 units
SRCCRD007B DEVELOP RECREATION 20
SRCCRD003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION 20
SRCCRD008B WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS 20
SRCCRO005B DEVELOP A BUDGET FOR A RECREATION INITIATIVE 20
SRXENR002A COORDINATE EMERGENCY RESPONSE 20
SRXGRO003A PROVIDE LEADERSHIP TO GROUPS 18
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35

Select eight units with a minimum of five units from sport and recreation training package SRS03 Version 2 Training Package.
CERTIFICATE III IN FITNESS (I)
Course Code: SRF30206

Campus: St Albans, Werribee, Footscray Park, Industry.

Course Objectives: The course provides students with the practical skills and knowledge to become a registered Fitness Instructor.

Careers: Fitness Instructor.

Course Duration: 0.5 years

Admission Requirements Year 12: Direct Application

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Direct Application

Selection Processes: Direct Entry Interview

Course Structure: Duration of the course is twelve months part time. Full-time; Part-time; Flexible Delivery CORE UNITS OF STUDY

All 9 Units

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFIA303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006A OPERATE COMPUTING PACKAGES 60
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCT03A PROCESS CLIENT COMPLAINTS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXRKR001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXOH5001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Stream Units of Study

All 10 units

SRFFIT010B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS 20
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
SRXGRO003A PROVIDE LEADERSHIP TO GROUPS 18

Specialisation Units of Study

Choose 1 specialisation unit from those listed: Aqua; Group Exercise; Gym from SRS03 version 2 Training Package

SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY 15

Elective Units of Study

Select four units from those specified in the SRS03 version 2 Training Package

SRSCOP0023B DESIGN AN ATHLETE’S DIET 10
SRXRGR001A FACILITATE A GROUP 12
SRXRKR001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXFEX001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS 20
SRXCA001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCA002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SR00D002A PLAN OUTDOOR RECREATION ACTIVITIES 10
SR00D005A GUIDE OUTDOOR RECREATION SESSIONS 20
SR00PS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT 8
SR00PS003B APPLY WEATHER INFORMATION 15

RPL Electives

CERTIFICATE IV IN FITNESS (I)
Course Code: SRF40206

Campus: St Albans, Footscray Park, Industry.

About this course: This course provides students with the practical skills and knowledge to become a qualified personal trainer.

Course Objectives: The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor.

Careers: When you graduate you will be qualified to work as a Personal Trainer, Aqua Trainer or a fitness specialist working with children or older adults.

Course Duration: 0.5 years

Selection Processes: Direct Entry

Course Structure: This qualification is one semester full time (18 weeks). Full-time.

Pre-requisite Units of Study for core units

SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINU002A APPLY SPORT AND RECREATION LAW 10
BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXOH5001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Pre-requisite Units of Study for stream units

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS 20
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A  PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRFGYM001B  INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFPSPO02A  DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY 30
SRXGR0003A  PROVIDE LEADERSHIP TO GROUPS 18

Core Units of Study
BSBCM400A  DEVELOP WORK PRIORITIES 30
ICAITU006C  OPERATE COMPUTING PACKAGES 60
SRXGCS006A  ADDRESS CLIENT NEEDS 10
SRXG0001A  CONDUCT PROJECTS 12
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRIK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
SRFFIT007B  UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING 20
SRFFIT008B  UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION 30
SRFFIT009B  UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS 20
SRFFIT010B  UTILISE A BROAD RANGE OF FITNESS EQUIPMENT 20
SRFFIT011B  PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS 20
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20

Choose one Specialisation Units of Study listed below
SRFQA0002B  INSTRUCT WATER BASED ACTIVITIES FOR MODERATE RISK CLIENTS AND THOSE SPECIFIC FITNESS NEEDS 10
SRFCHA001A  PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60

Subject SRFPT001B not found
SRFOLD001B  PLAN AND DELIVER EXERCISE FOR OLDER ADULTS 40

Elective Units of Study
Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of School, having regard to the list of relevant units in the -
-Qualifications Framework for the National Fitness Industry Training Package SRS03 (Version 2. 00);
-Victorian Purchase Guide, SRS03, Fitness Industry Training Package (Version 2. 00); and
-Any other nationally endorsed Industry Training Package related to the industry.

DIPLOMA OF FITNESS (I)
Course Code: SRF50206

Campus: Footscray Park, Industry.

About this course: This course provides students with the skills and knowledge to become a registered fitness specialist.

Course Objectives: The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.

Careers: Fitness Specialist/ Manager of a Fitness Centre.

Course Duration: 1 year

Selection Processes: Interview/VTAC

Course Structure: The course is one year full-time. Full-Time. Pre-Requisite Units of Study

SRXOHS002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRIK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXINU002A  APPLY SPORT AND RECREATION LAW 10
SRXHSS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Pre-Requisite Units of Study for stream units
SRFFIT010B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B  UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT004B  DEVELOP BASIC EXERCISE PROGRAMS 20
SRFFIT005B  APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT006B  USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT 10
SRFFIT014A  PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFFIT015A  PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES 50
SRFGYM001B  INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRXGR0003A  PROVIDE LEADERSHIP TO GROUPS 18
SRFFIT007B  UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING 20
SRFFIT008B  UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION 30
SRFFIT009B  UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS 20
SRFFIT010B  UTILISE A BROAD RANGE OF FITNESS EQUIPMENT 20
SRFFIT011B  PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS 20
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20
SRFCHA001A  PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60
Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
<td>50</td>
</tr>
<tr>
<td>ICAT126B</td>
<td>USE ADVANCED FEATURES OF COMPUTER APPLICATIONS</td>
<td>40</td>
</tr>
<tr>
<td>SRXGCCS07A</td>
<td>DETERMINE NEEDS OF CLIENT POPULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU004A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRXINU005A</td>
<td>MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN L &amp; R SERVICE</td>
<td>35</td>
</tr>
<tr>
<td>SRXING002A</td>
<td>MANAGE PROJECTS</td>
<td>30</td>
</tr>
<tr>
<td>SRXHS003B</td>
<td>ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S</td>
<td>15</td>
</tr>
<tr>
<td>SRXIRK002A</td>
<td>MANAGE AN ORGANISATION'S RISK</td>
<td>40</td>
</tr>
</tbody>
</table>

Stream Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFAHNO01A</td>
<td>MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE</td>
<td>15</td>
</tr>
<tr>
<td>SRFAHNO02A</td>
<td>RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT016A</td>
<td>APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>SRFFIT017A</td>
<td>PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES</td>
<td>60</td>
</tr>
<tr>
<td>SRFFIT018A</td>
<td>APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS</td>
<td>80</td>
</tr>
<tr>
<td>SRFFSP001A</td>
<td>PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS</td>
<td>40</td>
</tr>
<tr>
<td>SRFFSP002A</td>
<td>PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP003A</td>
<td>PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS</td>
<td>50</td>
</tr>
<tr>
<td>SRFFSP004A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS</td>
<td>40</td>
</tr>
<tr>
<td>SRFFSP005A</td>
<td>PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP006A</td>
<td>PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP007A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIO-RESPIRATORY CONSIDERATIONS</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP008A</td>
<td>PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP009A</td>
<td>PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>SRFFSP010A</td>
<td>PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units of Study

Four elective units of study from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.
School of Sport & Science

115

SRXCAI002B  ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
SRXCAI003B  PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXEMR001A  RESPOND TO EMERGENCY SITUATIONS 18
BSBCMN204A  WORK EFFECTIVELY WITH OTHERS 15
SRSSPT005A  CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS 30
SRXGCST05A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRSSPA008A  DEVELOP AND MAINTAIN VOLUNTEER PARTICIPATION 20
SRSSPA009A  DEVELOP PRACTICES TO CONDUCT EFFECTIVE CLUB MANAGEMENT 30
SRSSPT001A  IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID 20
SRFEGX001A  PLAN AND INSTRUCT A GROUP EXERCISE CLASS 20
ICAITU129A  OPERATE A WORD PROCESSING APPLICATION 30
ICAITU130A  OPERATE A SPREADSHEET APPLICATION 30
ICAITU131A  OPERATE A DATABASE APPLICATION 30
SITXEV003A  PROCESS AND MONITOR EVENT REGISTRATIONS 60
ICAU1128B  OPERATE A PERSONAL COMPUTER 30
SITXEV017A  PROVIDE ON SITE EVENT MANAGEMENT SERVICES 60
SITXEV012A  SELECT EVENT VENUES AND SITES 35
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXFAD001A  PROVIDE FIRST AID 10
SRXGCSO02A  DEAL WITH CLIENT FEEDBACK 10
SRXINU001A  DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Certificate II in Outdoor Recreation
Course Code: SRO20206
Campus: Footscray Park.

Course Objectives: This qualification is designed for people wanting to work as an assistant in an outdoor recreation setting.

Careers: An assistant in an outdoor recreation setting

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: The course may be offered on a part-time basis over 1 year Part-time; Flexible Delivery. Core Units of Study

All 5 units
BSBCMN202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A  PROVIDE FIRST AID 10
SRXGCSO02A  DEAL WITH CLIENT FEEDBACK 10
SRXINU001A  DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY 10
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

Certificate III in Sport and Recreation
Course Code: SRO30106
Campus: Industry.

About this course: This course provides training for individuals working in administrative roles in the sport and recreation industry and is generally delivered through a traineeship.

Course Objectives: This course aims to provide training for persons employed in the sport and recreation industry who’s focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Careers: Sports Administrator

Course Duration: 1 year

Admission Requirements Year 12: Not applicable
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Not applicable
Admission Requirements VET: School based apprenticeships
Admission Requirements Other: SEDA Program for Traineeship and Apprenticeships.

Selection Processes: Direct Entry

Course Structure: This course is 12 months full time. Core Units of Study

BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFLM303A  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITUO06C  OPERATE COMPUTING PACKAGES 60
SRXFAD002A  PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCSO04A  MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCS003A  PROCESS CLIENT COMPLAINTS 20
SRXINU002A  APPLY SPORT AND RECREATION LAW 10

Certificate III in Sport and Recreation
Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.

**Specialised units of Study**

Additionally students must either complete or have completed associated pre-requisite units. A minimum of one Certificate III in Sport and Recreation SRO20106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2. 00), Australian National Training Authority, 2007.

**Events and Facilities**

**SRXEV001B**  CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE  12

**SRXRES001B**  EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE  12

**THTFME03A**  DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE  25

**Sales and Marketing**

**BSBMKG301A**  RESEARCH THE MARKET  60

**BSBMKG302A**  IDENTIFY MARKETING OPPORTUNITIES  60

**BSBMKG303A**  DRAFT AN ELEMENTARY MARKETING AUDIT REPORT  40

**BSBSLS301A**  DEVELOP PRODUCT KNOWLEDGE  30

**BSBSLS302A**  IDENTIFY SALES PROSPECTS  25

**BSBSLS303A**  PRESENT A SALES SOLUTION  60

**BSBSLS304A**  SUPPORT POST-SALES ACTIVITIES  15

**BSBSLS305A**  SELF-MANAGE SALES PERFORMANCE  40

**General Administration**

**BSBADM307A**  ORGANISE SCHEDULES  15

**BSBADM308A**  PROCESS PAYROLL  30

**BSBADM309A**  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE  30

**BSBADM310A**  MAINTAIN A GENERAL LEDGER  60

**BSBCMN301A**  MAINTAIN BUSINESS RESOURCES  20

**BSBCMN302A**  MAINTAIN FINANCIAL RECORDS  60

**Retail**

**WRMM3B**  CO-ORDINATE MERCHANDISE PRESENTATION  36

**WRRS3B**  CO-ORDINATE SALES PERFORMANCE  36

**WRRSS10B**  RECOMMEND SPORTING PRODUCTS AND SERVICES  36

**Elective Units**

A minimum of five units of study, selected by the student with the approval of the Head of School, at Australian Qualification Framework level II, III or IV having regard to relevant units of study listed in any Training Package endorsed by the Australian National Training Authority.

**SRSCGP002A**  INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS  15

**SRSCGP004A**  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE  15

**SRFFIT005B**  APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION  15

**SRFFIT006B**  USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT  10

**BSBCMN301A**  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT  20

**SRXGCS001A**  CREATE A CLIENT RELATIONSHIP  10

**SRXGCS002A**  DEAL WITH CLIENT FEEDBACK  10

**BSBCMN101A**  PREPARE FOR WORK IN BUSINESS  30

**BSBCMN102A**  COMPLETE DAILY WORK ACTIVITIES  20

**SRSTNS001A**  ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS  10

**SRSAFL001A**  PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL  20

**SRSAFL003A**  PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL  20

**SRSAFL004A**  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10

**SRSAFL005A**  USE BASIC COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10

**SRSSOC001B**  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL  10

**SRSSOC002B**  USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL  5

**SRSSOC004B**  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL  10

**SRNSNTB001A**  PERFORM THE INTERMEDIATE SKILLS OF NETBALL  30

**SRNSNTB003A**  PARTICIPATE IN CONDITIONING FOR NETBALL  20

**SRNSNTB004A**  TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL  20

**SRNSNTB005A**  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL  10

**SRSSWM001A**  APPLY THE PRINCIPLES OF MOVEMENT IN WATER  25

**SRSSWM002A**  OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES  20

**SRSSWM003A**  OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY  25

**SRSSSWM005A**  TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING  35

**SRSSUR001A**  TEACH OR DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING  25

**SRSSUR002A**  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL  10

**SRSCCK001A**  PERFORM THE INTERMEDIATE SKILLS OF CRICKET  20

**SRSCCK003A**  INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL  25

**SRSCCK004A**  PARTICIPATE IN CONDITIONING FOR CRICKET  20

**SRSCCK008A**  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET  20

**SRXFFAC001B**  MAINTAIN EQUIPMENT OF ACTIVITIES  5

**SRXFFAC002B**  MAINTAIN SPORT AND RECREATIONAL FACILITIES  7
CERTIFICATE III IN OUTDOOR RECREATION
Course Code: SRO30206
Campus: Footscray Park.
Course Objectives: This qualification is designed for people wanting to work as an assistant running Outdoor Recreation Program.
Careers: Assistant Outdoor Recreation Officer
Course Duration: 0.5 years
Selection Processes: Direct Entry
Course Structure: The course may be offered on a part-time basis over 6 months Part-time; Flexible Delivery. Core Units of Study
All 9 units
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFNM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFA002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGC004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A PROCESS CLIENT COMPLAINTS 20
SRXINT002A APPLY SPORT AND RECREATION LAW 10
SRXH05001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
Stream Units of Study
All 7 units
BSBCM302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFNM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFA002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGC004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCST03A PROCESS CLIENT COMPLAINTS 20
SRXINT002A APPLY SPORT AND RECREATION LAW 10
SRXH05001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXINT002A APPLY SPORT AND RECREATION LAW 10
SRXH05001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
CERTIFICATE IV IN SPORT AND RECREATION
Course Code: SRO40106
Campus: Footscray Park.
Course Objectives: This course provides training for persons working as administrative officers in the sport and recreation industry.
Careers: Sports Administration Officer.
Course Duration: 1 year
Admission Requirements Year 12: VTAC with successful completion completed year VCE or equivalent
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: VTAC
Admission Requirements VET: Not Applicable
Admission Requirements Other: SEDA Program for Traineeship and Apprenticeships.
Selection Processes: VTAC
Course Structure: The course is over one year full-time or part-time equivalent. Pre-requisite Units of Study
SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
SRXINT002A APPLY SPORT AND RECREATION LAW 10
SRXH05001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
Core Units of Study
BSBCM402A DEVELOP WORK PRIORITIES 30
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXGC006A ADDRESS CLIENT NEEDS 10
SRXGCST05A COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINT003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
FACULTY OF WORKFORCE DEVELOPMENT

SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES  12
SRXOG001A  CONDUCT PROJECTS  15
SRXOH5002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS  12
SRXR1K001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES  10

Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.

Specialisation Streams
A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V2. 00), Australian National Training Authority, 2006: Amenity Horticulture; Events and Facilities; General Administration; Retail and Sales and Marketing

SRXEVY002B  ORGANISE MEETING/EVENT AND PROVIDE ON-SITE MEETING/EVENT MANAGEMENT SERVICES  12
SRXFAC004B  PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES  15
SRXRES003B  CONTRIBUTE TO THE PLANNING, MONITORING AND CONTROL OF RESOURCES  8
SRXRES004B  MINIMISE WASTE AND POLLUTION AND THEIR ENVIRONMENTAL IMPACT  8
THHGC505B  ORGANISE IN-HOUSE FUNCTIONS  40
THTFME09A  DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL  25
SRXEVT001B  CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE  12

Elective Units of Study
A minimum of five units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level III or IV, having regard to relevant units listed in the SRS03 (Version 2. 0) Training Package endorsed by the Australian National Training Authority.

CHCYPH1C  WORK EFFECTIVELY WITH YOUNG PEOPLE  40
SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES  30
SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK  25
SRSSFPA008A  DEVELOP AND MAINTAIN VOLUNTEER PARTICIPATION  20
SRSSFPA009A  DEVELOP PRACTICES TO CONDUCT EFFECTIVE CLUB MANAGEMENT  30
SRSCGP007A  CUSTOMISE COACHING TO INCLUDE ATHLETES WITH A DISABILITY  35
SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES  30
SRSCGP005A  CUSTOMISE COACHING TO INCLUDE CHILDREN  35
SRFFIT004B  DEVELOP BASIC FITNESS PROGRAMS  20
SRFFIT005B  APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION  15
SRFFIT006B  USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT  10
SRFGYM001B  INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT  20
SRFFIT015A  PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES  50
SRSSPT001A  IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID  20
SRSSPT002A  OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER  30
SRSAT001A  TEACH AND/OR DEVELOP THE FUNDAMENTAL SKILLS OF ATHLETICS  45
SRSAT002A  MANAGE AN ATHLETICS COMPETITION/EVENT AT A BEGINNER LEVEL  50

Additional Elective Units of Study
AFL
SRSAFL001A  PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL  20
SRSAFL002A  PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL  20
SRSAFL003A  PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL  20
SRSAFL004A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10
SRSAFL005A  USE BASIC COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  10
SRSAFL006A  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  5
SRSAFL007A  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL  5
SRSAFL010A  INTERPRET AND APPLY THE RULES OF AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL  10
SRSAFL011A  USE COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL  10
SRSAFL013B  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL  20

CRICKET
SRSCKT001A  PERFORM THE INTERMEDIATE SKILLS OF CRICKET  20
SRSCKT003A  INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL  25
SRSCKT004A  PARTICIPATE IN CONDITIONING FOR CRICKET  20
SRSCKT005A  PERFORM THE ADVANCED SKILLS OF CRICKET  20
SRSCKT008A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET  20
SRSCKT012A  TEACH OR DEVELOP THE ADVANCED SKILLS OF CRICKET  30
SRSCKT006A  INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT THE ADVANCED LEVEL  20
SRSCKT009A  TEACH OR DEVELOP THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET  20
SRSCKT013A  TEACH OR DEVELOP TACTICS AND STRATEGIES OF CRICKET AT THE ADVANCED LEVEL  20

SOCCER
SRSSOC001B  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL  10
SRSSOC002B  USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL  10
SRSSOC003B  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO REFEREEING SOCCER AT A JUNIOR OR BEGINNER LEVEL  5
SRSSOC004B  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT A JUNIOR OR BEGINNER LEVEL  10
School of Sport & Science

SCHOOL OF SPORT & SCIENCE

DIPLOMA OF SPORT AND RECREATION

Course Code: SR050106

Campus: Footscray Park.

About this course: This course provides training for individuals working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management. There are also specialist areas of golf and tennis delivered through the Diploma of Sport and Recreation.

Course Objectives: This course provides training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Careers: Sports Administration Officer

Course Duration: 1 year

Admission Requirements Other: To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of School that they possess the necessary skills and knowledge to undertake formal study.

Selection Processes: VTAC

Course Structure: The course is over 12 months on a full-time basis or part-time equivalent. Full-time or part-time equivalent. Prerequisites Units of Study

SRXGCS001A CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A DEAL WITH CLIENT FEEDBACK 10
BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXDH5001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES RELATED TO THE WORKING IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRX0GN001A CONDUCT PROJECTS 15
BSBCMN402A DEVELOP WORK PRIORITIES 30
SRXDH5002B IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12

Core Units of Study

BSBADM502A MANAGE MEETINGS 30
BSBFLM404A LEAD WORK TEAMS 50
ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGCS050A DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXGCS050A DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXGCS050A DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRX0GN002A MANAGE PROJECTS 30
SRXDH5003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRIK002A MANAGE AN ORGANISATION'S RISK 40

Specialisation Streams

A minimum of one Diploma of Sport and Recreation SR050106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SR003 (V2. 00), Australian National Training Authority, 2006.

- Facilities
- Finance
- General Administration
- Human Resources

SRSSOC005B INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A LOCAL OR DISTRICT LEVEL 15
SRSSOC006B USE COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A LOCAL OR DISTRICT LEVEL 10
SRSSOC007B DEMONSTRATE POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT A LOCAL OR DISTRICT LEVEL 15

SURF AND SWIM

SRSSUR001A TEACH AND DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING 25
SRSSUR002A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL 20
SRSSUR004A ASSIST IN THE PREVENTION OF EMERGENCIES IN SURF LIFE SAVING COMPETITIONS 20
SRSSUR006A TEACH AND DEVELOP THE INTERMEDIATE SKILLS OF SURF LIFE SAVING 20
SRSSUR007A INTERPRET AND APPLY THE RULES OF SURF LIFE SAVING AT AN INTERMEDIATE LEVEL 25
SRSSWM001A APPLY THE PRINCIPLES OF MOVEMENT IN WATER 25
SRSSWM002A OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES 20
SRSSWM003A OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY 25
SRSSWM005A TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING 35
SRSSWM006A PLAN AND PREPARE A PROGRAM FOR A COMPETITIVE SWIMMER 35

NETBALL

SRSNNTB001A PERFORM THE INTERMEDIATE SKILLS OF NETBALL 30
SRSNNTB003A PARTICIPATE IN CONDITIONING FOR NETBALL 20
SRSNNTB006A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL 10
SRSNNTB007A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING NETBALL AT THE BEGINNER LEVEL 10
SRSNNTB004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL 20
SRSNNTB005A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL 10
SRSNNTB010A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF NETBALL 30
SRSNNTB011A APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION 25
SRSNNTB012A DEVELOP CONDITIONING PROGRAMS FOR NETBALL 25
SRSTNS001A ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS 10
Elective Units of Study
A minimum of ten units, selected from those specified in the SRS03 (version 2.00) Training Package by the student with the approval of the Head of School, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING 10
SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING 20
SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT 20
SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION 15
SRFFIT008B UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION 30
SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS 50
SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT 20
SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY 15

CERTIFICATE IV IN SPORT (COACHING) (I)
Course Code: SRS40206

Campus: Footscray Park, Industry.

About this course: This qualification facilitates the development of the following knowledge and skills at the national level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes for training and competition; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing game strategy, sometimes in consultation with club officials; analysing the progress of games or competitions and giving signals/instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, organising tours, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Course Objectives: This qualification is part of the Sport Industry Training Package. It is suitable for established coaches and people already working in the sports industry who want to further their career as a sports coach. It facilitates the development of a range of knowledge and skills at the national level such as: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid.

Careers: This qualification facilitates the development of the following knowledge and skills at the national level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, evaluating and modifying individualised long term, high performance training programs; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes for training and competition; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing game strategy, sometimes in consultation with club officials; analysing the progress of games or competitions and giving signals/instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, organising tours, budgeting and arranging entry into competitions; and recruiting players and other support staff. Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Direct or VTAC application

Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry Interview Written Application

Prerequisite Unit Requirements: For any pre-requisite units required they have been built into the Certificate IV Qualification.

Course Structure To qualify for the Certificate IV in Sport (Coaching) participants must successfully complete a total of between 32 to 35 units of study, comprising of 9 core units, 12 stream units, all units from 1 specialisation stream and 10 elective units in accordance with the packaging rules specified in SRS03 Sport Training Package. Pre-requisite Units

SRXFA0001A PROVIDE FIRST AID 10
SRXEMR002A COORDINATE EMERGENCY RESPONSE 20
SRXEMR001A RESPOND TO EMERGENCY SITUATIONS 18
BSBCM101A PREPARE FOR WORK IN BUSINESS 30
BSBCM102A COMPLETE DAILY WORK ACTIVITIES 20
BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 15
SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI003B PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
SRXCAI001B ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
SRXCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES 30

Core Units of Study
BSBCM402A DEVELOP WORK PRIORITIES 30
ICAITU006C OPERATE COMPUTER PACKAGES 60
SRXGSC006A ADDRESS CLIENT NEEDS 10
SRXGCT05A COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12

- Marketing
- Recreation

- Faculties of Workforce Development
- Recreation
SRXOGN001A  CONDUCT PROJECTS  15
SRXOHS002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS  12
SRXRIK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES  10

Stream Units of Study
SRSCGP008A  SELECT A TEAM OR GROUP  15
SRSCGP009A  WORK WITH OFFICIALS  10
SRSCGP010A  PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES  5
SRSCGP011A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY  20
SRSCGP012A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE  10
SRSCGP013A  MONITOR COACH WELFARE  10
SRSCGP014A  IMPLEMENT RECOVERY PROGRAMS  25
SRXCAI008B  PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM  20
SRXCAI009B  CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS  20
SRXCAI010B  EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS  20
SRXGRO001A  FACILITATE A GROUP  12
SRXGRO002A  DEAL WITH CONFLICT  10

Specialisation Martial Arts
SRSMAR012A  TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS.  20

Elective Units of Study
SRSMAR001A  DEVELOP KNOWLEDGE OF THE MARTIAL ARTS INDUSTRY  15
SRSMAR002A  COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY.  15
SRSMAR003A  COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY  15
SRSMAR004A  TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS.  20
SRSMAR005A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS.  20
SRSMAR008A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF TAEKWONDO.  20
SRXFD0001A  PROVIDE FIRST AID  10
SRXEME002A  PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES  10
SRXFD004A  COORDINATE AND IMPLEMENT FIRST AID TRAINING  10
BSBFLM502A  PROVIDE LEADERSHIP IN THE WORKPLACE  60
BSBFLM503A  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS  60
BSBFLM504A  FACILITATE WORK TEAMS  60
BSBMKG501A  EVALUATE MARKETING OPPORTUNITIES  80
BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX  80
BSBMKG503A  DEVELOP A MARKETING COMMUNICATIONS PLAN  50
BSBMKG504A  IMPLEMENT A MARKETING SOLUTION  60
BSBMKG505A  REVIEW MARKETING PERFORMANCE  40

CERTIFICATE IV IN SPORT (DEVELOPMENT)
Course Code: SRS40506
Campus: Footscray Park, Other, Campus.

About this course: This course provides training for coaches or officials, who wish to work in the sport industry at the beginner and intermediate levels and/or administrative duties.

Course Objectives: This qualification is designed for people wanting to work as a sports development officer.

Careers: When you graduate you will be qualified to be a Sports Coach, Sport Development Officer.

Course Duration: 1 year

Selection Processes: VTAC

Course Structure: This course is 1 year full-time or part-time equivalent. This course is offered on a full-time basis.

Pre-requisite Units of Study
SRXGCS001A  CREATE A CLIENT RELATIONSHIP  10
SRXGCS002A  DEAL WITH CLIENT FEEDBACK  10
BSBCMN301A  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT  20
SRXINU002A  APPLY SPORT AND RECREATION LAW  10
SRXOHS001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES  10

Core Units of Study
BSBFLM502A  PROVIDE LEADERSHIP IN THE WORKPLACE  60
BSBFLM503A  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS  60
BSBFLM504A  FACILITATE WORK TEAMS  60
BSBMKG501A  EVALUATE MARKETING OPPORTUNITIES  80
BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX  80
BSBMKG503A  DEVELOP A MARKETING COMMUNICATIONS PLAN  50
BSBMKG504A  IMPLEMENT A MARKETING SOLUTION  60
BSBMKG505A  REVIEW MARKETING PERFORMANCE  40

Additionally students must either complete or have completed associated pre-requisite units. Contact the school for details.

Stream Units of Study
SRSCGP001A  OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES  30
SRSCGP002A  INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS  15
SRSCGP003A  IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY  15
SRSCGP004A  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE  15
SRSGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK  25
SRSGP002A  APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS  15
FACULTY OF WORKFORCE DEVELOPMENT

SRSGP004A APPL Y SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE 15
SRSGP005A RESOLVE CONFLICT RELATED TO OFFICIATING 15
SRSGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS 20
SRSPTD003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXCAI006B ORGANISE A SPORT AND RECREATION PROGRAM 10
SRXCAI007B CONDUCT A SPORT AND RECREATION PROGRAM 10
SRXGR0001A FACILITATE A GROUP 12
SRXGR0002A DEAL WITH CONFLICT 10

Elective Units of Study
A minimum of eleven units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

DIPLOMA OF SPORT (COACHING)
Course Code: SRS50206

Campus: Footscray Park, Industry.

About this course: This qualification facilitates the development of the following knowledge and skills at the international level: observing athlete’s performances to determine the level of instruction required; teaching techniques for athletes to acquire additional skills or improve existing skills; supervising practice sessions; planning, conducting, monitoring and adjusting an individualised long term, high performance training program; that incorporates water-based training; implementing sports first aid procedures and applying sports first aid; supervising the physical development of athletes; aiding in the psychological preparation of athletes to meet the need of high level training and competition; providing information about drugs in sport issues; applying the principles of eating for peak performance; organising and liaising with sports science support staff; planning and directing competition strategy; analysing the progress of competitions and giving signals/instructions to athletes; carrying out after competition analysis and evaluation of strategy and performance; undertaking related administrative tasks such as booking venues, organising tours, budgeting and arranging entry into competitions implementing a talent identification and development program; and recruiting players and other support staff. Learners/coaches wishing to complete this qualification should be established coaches and/or participants in the respective sport in which they are seeking a qualification.

Course Objectives: This qualification is part of the Sport Industry Training Package. It prepares students for employment in the recreation industry in sports coaching and sports administration to an international level.

Careers: This qualification facilitates the development of the following knowledge and skills at the international level: teaching techniques for athletes to acquire additional skills or improve existing skills supervising practice sessions planning, conducting, monitoring and adjusting an individualised long term, high performance training program, that incorporates water-based training implementing sports first aid procedures and applying sports first aid supervising the physical development of athletes aiding in the psychological preparation of athletes to meet the need of high level training and competition providing information about drugs in sport issues applying the principles of eating for peak performance organising and liaising with sports science support staff planning and directing competition strategy analysing the progress of competitions and giving signals/instructions to athletes carrying out after competition analysis and evaluation of strategy and performance undertaking related administrative tasks such as booking venues, organising tours budgeting and arranging entry into competitions implementing a talent identification and development program; and recruiting players and other support staff.

Course Duration: 2 years

Selection Processes: Direct Entry Interview Written Application

Prerequisite Unit Requirements: SRS40206 Certificate IV in Sport (Coaching)

Course Structure To qualify for the Diploma of Sport (Coaching) participants must successfully complete a total of between 30 to 35 units of study, comprising of 9 core units, 7 stream units, all units from 1 specialisation stream and 12 elective units in accordance with the packaging rules specified in SRS03 Sport Training Package. Core Units of Study

BSBADM5002A MANAGE MEETINGS 30
BSBFLM404A LEAD WORK TEAMS 50
ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGC507A DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRXGRN002A MANAGE PROJECTS 30
SRXHDS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRK002A MANAGE AN ORGANISATION’S RISK 40

Stream Units of Study

SRSCGP015A ESTABLISH SELECTION POLICIES FOR ACTIVITIES 15
SRSCGP016A IMPLEMENT WATER-BASED TRAINING PROGRAMS 10
SRSCGP017A IMPLEMENT A TALENT IDENTIFICATION PROGRAM 20
SRXCAI010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS 20
SRXCAI011B PLAN AND PREPARE FOR PARTICIPANTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION 20
SRXCAI012B CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS 20
SRXGR0003A PROVIDE LEADERSHIP TO GROUPS 18
SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8

Specialisation Martial Arts

SRSMAR013A TEACH OR DEVELOP THE HIGH PERFORMANCE SKILLS OF MARTIAL ARTS 20
SRSMAR014A PREPARE AND CUSTOMISE PLANNING FOR HIGH PERFORMANCE MARTIAL ARTS PARTICIPANTS 20
SRSMAR015A DESIGN A LONG-TERM TRAINING PLAN FOR A HIGH PERFORMANCE MARTIAL ARTS PARTICIPANTS 20

Elective Units of Study

BSBNGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
BSBNGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
SRXINU011A ANALYSE THE ECONOMIC CONCEPTS OF LEISURE AND RECREATION 15
SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY 25
School of Sport & Science

SRXINU007A	MANAGE EVOLVING PATTERNS OF WORK TO EXPAND
PARTICIPATION IN A LEISURE AND RECREATION SERVICE

15

SRXINU009A	APPLY AN UNDERSTANDING OF PSYCHOLOGY TO EXPAND
PARTICIPATION IN A LEISURE AND RECREATION SERVICE

15

SRXINU010A	APPLY AN UNDERSTANDING OF SOCIOLOGY TO EXPAND
PARTICIPATION IN LEISURE AND RECREATION SERVICE. 

15

SRSCOP015B	PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE,
MOTIVATIONAL AND PERSUASIVE TALKS
5
SRSCGP010A	PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

5

SRSCOP024B	PREPARE FOR AN OVERSEAS SPORTING EVENT

5

BSBMGT505A	ENSURE A SAFE WORKPLACE

60

BSBHR502A	MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION
SYSTEMS60
BSBHR503A	MANAGE PERFORMANCE MANAGEMENT SYSTEMS

60

BSBHR504A	MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

80

BSBHR505A	MANAGE REMUNERATION AND EMPLOYEE BENEFITS

40

BSBHR506A	MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
60

by the student with the approval of the Head of School, from those specified in the
SRS03 (version 2. 00) Training Package from Sport and Recreation, having regard
to relevant units listed in any Training Package endorsed by the Australian National
Training Authority. This course is offered on a full-time basis over two years with
the Certificate IV in Sport (Development) forming the first year. BSBHR502A
M ANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
60
BSBHR503A	MANAGE PERFORMANCE MANAGEMENT SYSTEMS

60

BSBHR504A	MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

80

BSBHR505A	MANAGE REMUNERATION AND EMPLOYEE BENEFITS

40

BSBHR506A	MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
60
BSBHR507A	MANAGE SEPARATION/TERMINATION

40

BSBHR508A	MANAGE WORK/LIFE SKILLS

60

SRXHRM001B	MANAGE VOLUNTEERS

20

BSBMKG501A	EVALUATE MARKETING OPPORTUNITIES

80

BSBMKG502A	ESTABLISH AND ADJUST THE MARKETING MIX

80

BSBMKG503A	DEVELOP A MARKETING COMMUNICATIONS PLAN

50

BSBMKG504A	IMPLEMENT A MARKETING SOLUTION

60

BSBHR507A	MANAGE SEPARATION/TERMINATION

40

BSBMKG505A	REVIEW MARKETING PERFORMANCE

40

BSBHR508A	MANAGE WORK/LIFE SKILLS

60

HLTFA301B	APPLY FIRST AID

18

SRXHRM001B	MANAGE VOLUNTEERS

20

SRXINU002A	APPLY SPORT AND RECREATION LAW

10

SRSSPT003A	IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS
FIRST AID
30
SRSSPT007A	TAPE ANKLE, THUMB AND FINGERS

30

Course Duration

DIPLOMA OF SPORT (DEVELOPMENT) (I)
Course Code: SRS50506

Campus: Footscray Park, Industry, Other, Campus.
About this course: This course provides training for coaches and officials who
wish to work in the sport industry in a range of coaching and officiating and/or
administrative duties.

The course may be offered on a full-time basis over two years or part-time
equivalent.
Course Structure
Pre-requisite Units of Study
SRXGCSO01A	CREATE A CLIENT RELATIONSHIP

10

SRXOGN001A	CONDUCT PROJECTS

15

Course Objectives: This course provides training for coaches and officials who
wish to work in the sport industry doing a range of coaching and officiating and/or
administrative duties.

SRXGCSO02A	DEAL WITH CLIENT FEEDBACK

10

BSBCMN301A	EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT

20

Careers: Sports coach, sports official, sports administrator

SRXRIK001A	UNDERTAKE RISK ANALYSIS OF ACTIVITIES

10

Course Duration: 2 years

SRXINU002A	APPLY SPORT AND RECREATION LAW

10

Admission Requirements Year 12: VCE or equivalent

SRXOHS002B	IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL
HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12

Admission Requirements International: IELTS 5. 5
Admission Requirements Mature Age: VTAC, Profile form
Selection Processes: VTAC
Course Structure Pre-requisite Units of Study SRXGCSO01A, SRXOGN001A,
SRXGCSO02A, BSBCMN301A, SRXRIK001A, SRXINU002A, SRXOHS002B,
SRXOHS001A Core Units of Study BSBADM502A, BSBFLM404A, ICAITU126B,
SRXGCSS07A, SRXINU004A, SRXINU005A, SRXOGN002A, SRXOHS003B,
SRXRIK002A Pre-requisite Units of Study for stream units SRXCAI004B,
BSBCMN202A, SRXOHS001B, SRXCAI001B, BSBCMN102A, SRXCAI003B,
SRXCAI005B, SRXFAD001A, SRXEMR001A, SRXCAI002B, SRXCAI003B,
SRXCAI004B, SRXCAI005B Stream Units of Study All of the following stream units
of study. SRSCGP004A, SRSCGP009A, SRSCGP010A, SRSCGP011A, SRSCGP012A,
SRSCGP013A, SRSCGP014A, SRSOGP007A, SRSOGP008A, SRSOGP009A,
SRSSPT003A, SRXCAI008B, SRXCAI009B, SRXCAI010B, SRXGRO001A,
SRXGRO002A Elective Units of Study A minimum of nine Diploma units, selected

SRXOHS001A	FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY
AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN
ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE
WORKPLACE10
SRXEME002A	PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

10

SRXRES003B	CONTRIBUTE TO THE PLANNING, MONITORING AND CONTROL OF
RESOURCES8
Core Units of Study
BSBADM502A	MANAGE MEETINGS

30

BSBFLM404A	LEAD WORK TEAMS

50

ICAITU126B	USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

40

SRXGCSS07A	DETERMINE NEEDS OF CLIENT POPULATIONS

20
123


SRXINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXINU005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRXGN002A  MANAGE PROJECTS 30
SRXOH5003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRKD002A  MANAGE AN ORGANISATION’S RISK 40

Pre-requisite Units of Study for stream units
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
BSBCM202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXOH5001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10
SRXCAI001B  ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 6
BSBCM102A  COMPLETE DAILY WORK ACTIVITIES 20
SRXCAI003B  PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXFAD001A  PROVIDE FIRST AID 10
SRXEMR001A  RESPOND TO EMERGENCY SITUATIONS 18
SRXCAI002B  ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS 8
SRXCAI003B  PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8

Stream Units of Study
All of the following stream units of study.
SRSCGP004A  PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE 15
SRSCGP009A  WORK WITH OFFICIALS 10
SRSCGP010A  PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES 5
SRSCGP011A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY 20
SRSCGP012A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE 10
SRSCGP013A  MONITOR COACH WELFARE 10
SRSCGP014A  IMPLEMENT RECOVERY PROGRAMS 25
SRSGP007A  EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE 15
SRSGP008A  MANAGE CONFLICT RELATED TO OFFICIATING 15
SRSGP009A  PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS 20
SRSSPT003A  IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRXCAI008B  PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM 20
SRXCAI009B  CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS 20
SRXCAI010B  EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS 20
SRXGR001A  FACILITATE A GROUP 12
SRXGR002A  DEAL WITH CONFLICT 10

Elective Units of Study
A minimum of nine Diploma units, selected by the student with the approval of the Head of School, from those specified in the SRS03 (version 2.00) Training Package from Sport & Recreation, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

SRSCGP009A  WORK WITH OFFICIALS 10
SRXGCS004A  MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCS003A  PROCESS CLIENT COMPLAINTS 20
SRFFIT001B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20
SRFCHA001A  PLAN AND DELIVER EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60
SRFDLO001B  PLAN AND DELIVER EXERCISE FOR OLDER ADULTS 40
SRXGAC005B  COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE 15
SRXFAC006B  MANAGE AND CONTROL STOCK SUPPLY AND PURCHASE 20
BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
THTPPD09B  DEVELOP CONFERENCE PROGRAMS 30

HLFA201A  PROVIDE BASIC EMERGENCY LIFE SUPPORT 8
HLTCP201A  PERFORM CPR 3
SRSSPT001A  IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID 20
SRSSPT010A  TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT 10
BSBCM302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFLM303A  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
SRXGCS004A  MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXGCS003A  PROCESS CLIENT COMPLAINTS 20
SRFFIT001B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM 15
SRFFIT012B  UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS 20
SRFFIT013B  PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION 20
SRFCHA001A  PLAN AND DELIVER EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS 60
SRFDLO001B  PLAN AND DELIVER EXERCISE FOR OLDER ADULTS 40
SRXGAC005B  COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE 15
SRXFAC006B  MANAGE AND CONTROL STOCK SUPPLY AND PURCHASE 20
BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
THTPPD09B  DEVELOP CONFERENCE PROGRAMS 30
any other duties required in the smooth running of the clinic. Teachers will use a checklist to record the demonstrated skills and give feedback on performance for improvement. Sport & Fitness Programs Students will be assessed through on the job demonstration and observations in the workplace/simulated environment, written tests for various situations.

**BSBCM207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS**

*Descriptions:* Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.

*Nominal Hours:* 40

*Required Reading:* -

*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCM301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT**

*Locations:* Footscray Park, Industry.

*Descriptions:* Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.

*Nominal Hours:* 20

*Required Reading:* No Required text

*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING**

*Descriptions:* Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.

*Nominal Hours:* 30

*Required Reading:* -

*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.

**BSBCM305A ORGANISATE WORKPLACE INFORMATION**


*Descriptions:* Collect and assess information; Organise information; Review information needs.

*Nominal Hours:* 30

*Required Reading:* No required reading.

*Assessment:* Assignment, presentation, written and practical tasks, case studies, research.
expected to be presented.

BSBCMN402A DEVELOP WORK PRIORITIES
Locations: Footscray Park, Industry.
Descriptions: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Nominal Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION
Descriptions: Gather and organise information; Research and analyse information; Present information.
Nominal Hours: 40
Required Reading: -
Assessment: Develop a report presenting information gathered, analysed and reviewed in relation to an organisational need

BSBFML303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS
Descriptions: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. SRS50506 Diploma of Sport Development Assessment will include: workbooks, class notes, presentations and structured workplace learning

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

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
Locations: Footscray Park, Industry.
Descriptions: Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Locations: Footscray Park, Industry.
Descriptions: Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. Sports (Coaching) Assignments, project work for presentations and case studies.

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES
Locations: Footscray Park, Industry.
Descriptions: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Nominal Hours: 80
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. Sports (Coaching) Assignments, project work for presentations and case studies

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Locations: Footscray Park, Industry.
Descriptions: Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Nominal Hours: 40
Required Reading: No text required
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests, presentations and case studies
BSBHR507A  MANAGE SEPARATION/TERMINATION  
Locations: Footscray Park, Industry.  
Descriptions: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.  
Nominal Hours: 40  
Required Reading: No text required  
Assessment: Assessment may be class work, project work, assignments, topic tests, presentations and case studies.

BSBHR508A  MANAGE WORK/LIFE SKILLS  
Locations: Footscray Park, Industry.  
Descriptions: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.  
Nominal Hours: 60  
Required Reading: No text required  
Assessment: Assessment may be class work, project work, assignments, topic tests, presentations and case studies.

BSBMGT504A  MANAGE BUDGETS AND FINANCIAL PLANS  
Locations: City King St, Footscray Park, Industry.  
Descriptions: Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.  
Nominal Hours: 60  
Required Reading: No required text  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

BSBMGT505A  ENSURE A SAFE WORKPLACE  
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.  
Descriptions: Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.  
Nominal Hours: 60  
Required Reading: No required text  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX  
Locations: Footscray Park, Industry.  
Descriptions: Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.  
Nominal Hours: 80  
Required Reading: No Required text  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG503A  DEVELOP A MARKETING COMMUNICATIONS PLAN  
Locations: Footscray Park, Industry.  
Descriptions: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.  
Nominal Hours: 50  
Required Reading: -  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG504A  IMPLEMENT A MARKETING SOLUTION  
Locations: Footscray Park, Industry.  
Descriptions: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.  
Nominal Hours: 60  
Required Reading: No required text  
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBKOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE  
Locations: Werribee.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.  
Nominal Hours: 20  
Required Reading: No Required Reading

BSBKOHS302B  PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES  
Locations: Werribee.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.  
Nominal Hours: 30  
Required Reading: No Required Text
null
This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.

Nominal Hours: 30
Required Reading: Learner Guide - BSBOHS405B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS406B USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.

Nominal Hours: 60
Required Reading: Learner Guide - BSBOHS406B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS408A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS**

Locations: Werribee.

This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS408A Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS501B PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.

Nominal Hours: 50
Required Reading: Learner Guide - BSBOHS501B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS502B PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.

Nominal Hours: 50
Required Reading: Learner Guide - BSBOHS502B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS503B ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to assist in designing and developing effective participative arrangements as an integral part of systematic approaches to managing occupational health and safety (OHS). This process will result in stakeholders having real opportunities to participate in OHS processes.

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS503B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.

Nominal Hours: 40
Required Reading: Learner Guide - BSBOHS504B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS505B MANAGE HAZARDS IN THE WORK ENVIRONMENT**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.

Nominal Hours: 60
Required Reading: Learner Guide - BSBOHS505B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.

**BSBOHS506B MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT**

Locations: Werribee.

This unit describes the performance outcomes, skills and knowledge required to effectively identify hazards, and to assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety.

Nominal Hours: 60
Required Reading: Learner Guide - BSBOHS506B Safetyline Institute, 2008 Worksafe W. A. Perth, W. A.
FACULTY OF WORKFORCE DEVELOPMENT

**BSBOHS507B** FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to facilitate the application of principles of occupational health and implement strategies to control occupational health and safety (OHS) risk.

**Nominal Hours:** 40

**Required Reading:** Learner Guide - BSBOHS507B Safetyline Institute, 2008

**BSBOHS508B** PARTICIPATE IN THE INVESTIGATION OF INCIDENTS

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.

**Nominal Hours:** 50

**Required Reading:** Learner Guide - BSBOHS508B Safetyline Institute, 2008

**BSBOHS509B** APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control occupational health and safety (OHS) risk arising from health hazards at work.

**Nominal Hours:** 50

**Required Reading:** Learner Guide - BSBOHS509B Safetyline Institute 2008

**BSBOHS601B** DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.

**Nominal Hours:** 50

**Required Reading:** Learner Guide - BSBOHS601B Safetyline Institute, 2008

**BSBOHS602B** ANALYSE AND EVALUATE OHS RISK

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of occupational health and safety (OHS) risk. It has been designed to be consistent with the Australian Standard, AS/NZS 4360: 2004 Risk management.

**Nominal Hours:** 40

**Required Reading:** Learner Guide - BSBOHS602B Safetyline Institute, 2008

**BSBOHS603B** APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to apply ergonomic knowledge, principles and techniques to control occupational health and safety (OHS) risk.

**Nominal Hours:** 60

**Required Reading:** Learner Guide - BSBOHS603B Safetyline Institute 2008

**BSBOHS604B** APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control occupational health and safety (OHS) risk arising from health hazards at work.

**Nominal Hours:** 50

**Required Reading:** Learner Guide - BSBOHS604B Safetyline Institute 2008

**BSBOHS606B** DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to develop and implement the planning and management to prevent or mitigate the occupational health and safety (OHS) outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.

**Nominal Hours:** 50

**Required Reading:** Learner Guide - BSBOHS606B Safetyline Institute 2008

**BSBOHS607B** CONDUCT AN OHS AUDIT

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to conduct an internal or external occupational health and safety (OHS) audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS.

**Nominal Hours:** 40

**Required Reading:** Learner Guide - BSBOHS607B Safetyline Institute 2008

**BSBOHS608B** EVALUATE AN ORGANISATION’S OHS PERFORMANCE

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.

**Nominal Hours:** 35

**Required Reading:** Learner Guide - BSBOHS608B Safetyline Institute 2008

**CHCDOC3C** PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

**Locations:** City King St, Footscray Park, City Flinders, Industry, Other.

**Descriptions:** Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.
FDFDPH2B  OPERATE A HOLDING AND STORAGE PROCESS

Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a holding/storage process under conditions that control the quality of the product. This process may apply to raw milk and/or processed products.

Nominal Hours: 25
Required Reading: Workbooks provided by the School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments.

FDOPTIP3A  PARTICIPATE IN IMPROVEMENT PROCESSES

Description: It applies where the operator is required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement. Where structured analysis and investigation is not required to participate in improvement programs, this unit does not apply.

Nominal Hours: 50
Required Reading: Workbook provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFPBBM3A  OPERATE A DOUGH MIXING PROCESS
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down the process used to make up dough. This includes selecting and mixing dough ingredients.

Nominal Hours: 80

FDFRBB3A  PRODUCE ARTISAN BREADS
Description: This is a Specialist unit developed for the retail baking sector. It covers the skills and knowledge required to plan and produce a range of artisan breads. This includes flat breads, national and regional breads.

Nominal Hours: 80

FDFRBB2B  MAKE BREAD
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to bake bread in an in-store bakery or retail baking environment.

Nominal Hours: 40
FACULTY OF WORKFORCE DEVELOPMENT

FDFRBDP3B  DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)
Descriptions: This is a Specialist unit. It builds on the problem solving skills developed in operational units and provides technical competencies to support problem solving relating to bread production. Identify causes of unacceptable product quality. Take corrective action according to workplace procedures.
Nominal Hours: 60

FDFRBFM2B  CONDUCT FINAL Mould AND FINAL PROOF
Descriptions: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to mould dough to final shape, place dough in tins or on baking surfaces and conduct final proof in an in-store bakery or retail baking environment.
Nominal Hours: 30

FDFRBPD2B  PRODUCE BREAD DOUGH
Descriptions: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholesome and grain doughs in an in-store bakery or retail baking environment.
Nominal Hours: 80

FDFRBRD2B  RETARD DOUGH
Descriptions: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to retard and recover dough and other yeast-raised products in an in-store bakery or retail baking environment.
Nominal Hours: 20

FDFRBSM2B  SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF
Descriptions: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to divide and shape dough in an in-store bakery or retail baking environment. It includes an intermediate proof stage.
Nominal Hours: 30

FDFTECPPR4A  PARTICIPATE IN PRODUCT RECALL
Descriptions: Identify product recall situations; Participate in a product recall; Review processes to minimise the risk of recurrence.
Nominal Hours: 50
Required Reading: -
Assessment: Assessment is competency based

FDFZCSCS2A  CLEAN AND SANITIZE EQUIPMENT
Descriptions: This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation and related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDFZCSCIP2A Clean equipment in place. Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of cleaning and sanitation processes to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.
Nominal Hours: 30

FDFZPKPM1A  PACK PRODUCT MANUALLY
Descriptions: This is a Specialist unit. It covers the skills and knowledge required to pack product manually. Paking may be into primary or secondary (inner or outer) packaging.
Nominal Hours: 20
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPMMC2B  OPERATE A MIXING/BLENDING PROCESS
Descriptions: This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence and to operate and shut down mixing and blending equipment to achieve the required mix characteristics. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use. This unit is appropriate to select where the mixing/blending process is a stand-alone process and involves an understanding of addition method and sequence. Where mixing is an in-line component of a larger process, this unit is not appropriate. Where the mixing process does not require a detailed understanding of sequencing or ingredient characteristics, the unit FDFZPMBM1A Prepare basic mixes may be more appropriate.
Nominal Hours: 40

FDFZPRDTP2A  OPERATE A DEPOSITING PROCESS
Descriptions: This is a Specialist unit. It covers the skills and knowledge required to setup, operate, adjust and shut down a depositing process to deposit into tins, onto belts or directly onto product, where a further processing outcome is required.
Nominal Hours: 60
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; on job or workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPRIPK3A  APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE
Descriptions: This is a Specialist unit. It covers skills and knowledge required to apply knowledge of ingredients and processes to troubleshoot typical problems that occur in preparing, processing and/or packaging product. This unit applies where problem solving occurs over one or more processes and requires an understanding of the characteristics of raw materials/ingredients and processing methods used.
Nominal Hours: 60
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; on job or workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPRSYS3A  OPERATE PROCESSES IN A PRODUCTION SYSTEM
Prerequisites: FDFZPMBM2A - OPERATE A MIXING/BLENDING PROCESS
FDFZPRW1A - PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT

Descriptions: This is a Specialist unit. It covers the skills and knowledge required to participate effectively in a workplace environment.

Nominal Hours: 30

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, projects

HLTAP501A - ANALYSE HEALTH INFORMATION

Locations: Footscray Nicholson, City King St, Footscray Park, City Flinders, Industry, Other.

Descriptions: This unit of competency describes the application of in-depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided.

Nominal Hours: 30

Required Reading: VU Learning guideAnalyse Health Information VU 2009 VU

Assessment: This is assessed as follows: Students would have completed the pre-requisite of HLTAP401A. This unit HLTAP501A is a revision of the systemic anatomy and physiology completed in the pre-requisite with additional information relevant to the in-depth level of knowledge required to analyse health information provided from clients. School of Community Services will grade this assessment Diploma of Leisure and Health Graded Assessment Report, Analysis of Client Health History records. Yes/No.

HLTCOM405B - ADMINISTER A PRACTICE

Locations: City King St, Footscray Park, Industry, Other.

Descriptions: This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.

Nominal Hours: 30

Required Reading: VU Learning guideAdminister a Practice VU 2009 VU

Assessment: The Learning Guide (see Required Reading) includes notes for class discussion. The assessment tools used to assess knowledge on the administrative systems needed to run a business include a class presentation on a group investigation into a business plan. In addition, the students present written documents on their investigation into the policy documents required to run a small business. These assessments incorporate the performance criteria as stated in the unit of study.

HLTCOM406B - MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

Locations: City King St, Footscray Park, Industry, Other.

Descriptions: This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required.

Nominal Hours: 40

Required Reading: VU Learning GuideMaking Referrals to other health care professional -VU 2009 VU

Assessment: The assessment for this unit involves written testing of the students understanding of the need to refer, how to write referrals and the role of other health professionals in the referral process. Students must investigate in an assignment the role of the different health care professionals who they may use as a referral. Students also write a referral letter based on a massage treatment case study. This unit will be co-delivered with unit HLTCOM408B. Report, Identify the role of several allied Health care providers and their role in the referral process. Yes/No. Report, Write a referral letter based on a hypothetical case study of a client. Yes/No.

HLTCOM408B - USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY

Locations: City King St, Footscray Park, Industry, Other.

Descriptions: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.

Nominal Hours: 40

Required Reading: VU Learning guideHealth Terminology for Massage Therapist -VU 2009 VU
Assessment: Students have to demonstrate an appropriate use of language appropriate for working in a health environment specific to Massage in both written and verbal forms. Written tests will be used to assess the written language for practice-specific cases. Oral questioning will be used as a tool for students to demonstrate their oral spoken use of the medical language. This unit will be co-delivered with HLTCOM406B. Oral Questioning, Students will be asked to read and pronounce certain medical terminology words, Yes/No. Report, Students will be asked to define several massage terminology relevant abbreviations, Yes/No. Assignment, Demonstrate correct usage of the medical terminology in a consultation card as be used in massage consultation with client, Yes/No.

HLTCOM502B  DEVELOP PROFESSIONAL EXPERTISE
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to initiate and maintain continual development of professional skills and knowledge in complementary healthcare and contribute to the knowledge base of the specific healthcare practice.
Nominal Hours: 40
Required Reading: VU Learning guidesResearch skills in Massage Therapy VU 2009 VU
Assessment: Students learn about research and the valid ways to collect information. They do a mock research outline describing a possible research topic which encourages them to further their professional expertise by looking at emerging trends in massage therapy. Assignment, Critical Reading assignment and report, Yes/No. Presentation, Mock research experiment, Yes/No. Report, Research evaluation report, Yes/No.

HLTCOM503B  MANAGE A PRACTICE
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to manage a clinical health practice according to the size and scale of the business.
Nominal Hours: 50
Required Reading: VU Learning guidesManage a Practice VU 2009 VU
Assessment: Students will be required to investigate the resources needed to be accessed if they were to start their own business. A business plan outlines the marketing, finance, funding, policies and procedures that need to be understood when self-employed in your own business. Report, Business Plan, Yes/No.

HLTCOM509A  PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to provide therapeutic support services for clients and carers who are facing lifechallenging conditions.
Nominal Hours: 50
Required Reading: None
Assessment: Demonstration, Massage techniques demonstrated to teacher, Yes/No.

HLTCOM510A  PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required of complementary and alternative health care practitioners who provide services to people with a chronic health problem that support their health needs.
Nominal Hours: 50
Required Reading: None
Assessment: Demonstration, massage skills demonstrated, Yes/No.

HLTCP201A  PERFORM CPR
Locations: Footscray Nicholson, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.
Nominal Hours: 3
Required Reading: Nil

HLFA201A  PROVIDE BASIC EMERGENCY LIFE SUPPORT
Locations: City King St, Footscray Park, City Flinders, Newport, Sunshine, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only.
Nominal Hours: 8
Required Reading: 22012VIC Certificate I in Vocational Preparation: The teacher will provide teaching and learning material as required.

HLFA301B  APPLY FIRST AID
Locations: Footscray Nicholson, City King St, St Albans, Werribee, City Flinders, Sunbury, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Nominal Hours: 18
Required Reading: Certificate I in Mumgu-dhul tyama-tyt The teacher will provide teaching and learning material as required. Diploma of Youth Work - CHC50052 Learner’s Guide Applying First Aid School of Health/Sport and Science First Aid emergency handbook by Liz Haywood. Australian marketing and Distribution. And the VU Learners guide. Certificate II in Community Services Work School of Health supplies the required text which usually encompasses a practical guide to first aid procedures. Hospitality Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: This unit may be assessed by Scenarios, Workbook, Oral/Written test, Demonstration and Observation. Certificate I in Mumgu-dhul tyama-tyt Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms, workplace documents, project work and third-party reports. Practical demonstrations of First Aid processes through CPR procedures, bandaging safety assessments etc. Theoretical Multiple Choice Test. Diploma of Youth Work & Children’s Services: Graded Assessment School of Health The Unit has two modes of assessment. The first is via simulation in classroom settings with observation from First Aid teacher. The next mode is through either written or oral response to a set of questions which assess further knowledge of First Aid procedures. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

HLTHIR501A  MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT
**Location:** City King St, Footscray Park, City Flinders, Industry, Other.

**Description:** This unit of competency describes the skills and knowledge required to work effectively within a massage framework.

**Nominal Hours:** 20

**Required Reading:** VU Learning guide "Sports Massage" VU 2009 VU

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the learned massage techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A. This unit will be delivered in conjunction with HLTREM406B and HLTREM409B. Demonstration, Consistently demonstrate (at least 3 times) the massage skills necessary in performing sports massage on a client to meet their needs. Checklist used, Yes/No.

**HLTREM406B PROVIDE MASSAGE TREATMENT**

**Location:** City King St, Footscray Park, Industry, Other.

**Description:** This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework.

**Nominal Hours:** 240

**Required Reading:** VU Learning guide "Relaxation Massage" VU 2009 VU

**Assessment:** The practical components of this unit will deal with the underpinning knowledge required in musculoskeletal anatomy. There will be several oral assessments where students must palpate and explain the locations and actions of muscles. A written test will be conducted. In addition, students will show competency in practical massage units by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates massage therapy techniques over time. Once students are deemed competent in their massage techniques they will practice their skills on clients in a simulated clinic. This unit will strongly emphasise the co-requisite HLTCOM404B. Also the co-requisite requirements of HLTHIR301A, HLTHIR300A and HLTREM407B. This unit co-delivered in conjunction with HLTREM407B. Knowledge of HLTHIR301A will be applied in this unit. Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence, Yes/No. Oral Questioning, Students must identify particular muscles and give information about the muscle. Yes/No. Examination, Written test on certain muscles in the regions of the body, Yes/No.

**HLTREM407B PLAN MASSAGE TREATMENT**

**Location:** City King St, Footscray Park, Industry, Other.

**Description:** This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.

**Nominal Hours:** 20

**Required Reading:** VU Learning guide "Student Clinics" VU 2009 VU

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the skills consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTCOM404B. This unit will be delivered with HLTREM406B and HLTHIR301A (and for mid year enrolled students BSBCM204A). Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence, Yes/No.

**HLTREM408B APPLY MASSAGE ASSESSMENT FRAMEWORK**

**Location:** City King St, Footscray Park, Industry, Other.

**Prerequisites:** HLTCOM404B - COMMUNICATE EFFECTIVELY WITH CLIENTS

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the skills consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTCOM404B. This unit will be delivered with HLTREM406B and HLTHIR301A (and for mid year enrolled students BSBCM204A). Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence, Yes/No.
demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the prerequisite HLTCOM404B. This unit will be delivered with HLTREM407B, HLTHIR301A and mid year enrolled students will also have BSBCM604A co-delivered. Demonstration, Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence. Yes/No.

**HLTREM409B  PERFORM MASSAGE HEALTH ASSESSMENT**

**Locations:** City King St, Footscray Park, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.

**Nominal Hours:** 100

**Required Reading:** VU Learning Guides

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTIR301A and HLTCOM404B. Knowledge of infection control measures is necessary as per the co-requisite HLTHIR301A. This unit will be co-delivered with HLTREM401B, 406B, 407B and 408B and HLTCOM404B. Knowledge of HLTAIP401A will be applied in this unit.

**HLTREM502B  PROVIDE REMEDIAL MASSAGE TREATMENT**

**Locations:** City King St, Footscray Park, City Flinders, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to administer client remedial massage treatment according to the philosophy and practices of a remedial massage framework.

**Nominal Hours:** 240

**Required Reading:** VU Learning guides

**Assessment:** This 240 unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the “Required skills and knowledge” and “Range statement” of the HLTREM502B competency outline. Demonstration, Skills must be practised and demonstrated back to teachers (min 3 times), Yes/No. Oral Questioning, Students must be able to palpate musculoskeletal landmarks, Yes/No. Assignment, Case study interpretation, Yes/No.

**HLTREM503B  PLAN REMEDIAL MASSAGE TREATMENT STRATEGY**

**Locations:** City King St, Footscray Park, City Flinders, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to prepare for remedial massage treatment of a clients and negotiate a treatment management plan with them.

**Nominal Hours:** 40

**Required Reading:** VU Learning Guides

**Assessment:** Students will show competency for this unit in the simulated student clinic. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can plan and prepare for remedial massage with clients and negotiate a treatment plan with them. This unit will be co-delivered in conjunction with HLTREM504B, HLTHIR501A and HLTHIR506B. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

**HLTREM504B  APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK**

**Locations:** City King St, Footscray Park, City Flinders, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.

**Nominal Hours:** 40

**Required Reading:** VU Learning guides

**Assessment:** Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can plan and prepare for remedial massage with clients and make and review an accurate assessment for the remedial massage. This unit will be co-delivered in conjunction with HLTREM503B, HLTHIR501A and HLTHIR506B. Demonstration, Checklist used with skills that must be demonstrated in the clinic (min 3 times), Yes/No.

**HLTREM505B  PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT**

**Locations:** City King St, Footscray Park, City Flinders, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.

**Nominal Hours:** 200

**Required Reading:** VU Learning guides

**Assessment:** This 200 hour unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the “Required skills and knowledge” and “Range statement" of the HLTREM505B competency outline. Demonstration, Skills must be demonstrated min 3 times, Yes/No. Oral Questioning, Palpation skills must be described and use of medial language, Yes/No. Assignment, Case Study Interpretation, Yes/No.

**HLTREM510A  PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS**

**Locations:** City King St, City Flinders, Industry, Other.

**Descriptions:** This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/diseases states in accordance with the age, gender and mental health needs of the client. This unit requires a high level knowledge of remedial massage treatment.

**Nominal Hours:** 40

**Required Reading:** None

**Assessment:** This unit will be delivered as a final unit in the Diploma. The students will have completed 3 elective units providing specialised remedial massage to specific client groups. Teachers will role play a particular injury and case description. Students will then deliver appropriate remedial massage for that client. Demonstration, Remedial massage to specific case study client, Yes/No.
HLTREM511A PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN
Locations: City King St, Footscray Park, City Flinders.
Descriptions: This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children.
Nominal Hours: 50
Required Reading: None
Assessment: Demonstration, massage skills demonstrated to teachers, Yes/No.

HLTREM512A PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to administer remedial massage treatments within a corporate environment.
Nominal Hours: 50
Required Reading: None
Assessment: Students will provide massage at various corporate events organised by the Program ManagerDemonstration, Massage skills demonstrated on clients, Yes/No.

HLTREM513A PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES
Locations: City King St, Footscray Park, City Flinders, Industry, Other.
Descriptions: This unit of competency describes the skills and knowledge required to administer remedial massage treatments for athletes This unit is based upon SRSMAS009A Integrate massage techniques to support athletes.
Nominal Hours: 50
Required Reading: None
Assessment: Students participate in a student clinic working on athletes. Demonstration, teachers check for skills demonstrated on a checklist, Yes/No.

HLTREM6A PROVIDE THE MASSAGE TREATMENT
Descriptions: This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.
Nominal Hours: 340
Assessment: As per accredited curriculum

HLTREM7A PLAN THE MASSAGE TREATMENT
Descriptions: This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.
Nominal Hours: 20
Assessment: As per accredited curriculum

ICAITU06C OPERATE COMPUTING PACKAGES
Descriptions: Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Nominal Hours: 60
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Descriptions: Manipulate data; Access and use support resources; Configure the computing environment.
Nominal Hours: 40
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

LGAEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES
Descriptions: This unit covers the general operation and maintenance of pound facilities.
Nominal Hours: 40
Required Reading: Nil
Assessment: As per accredited curriculum

NWP300B PROVIDE AND PROMOTE CUSTOMER SERVICE
Descriptions: This unit of competency describes the outcomes required to respond effectively to the needs of internal and external customers by applying organisational standards and processes. The ability to solve problems, communicate effectively and seek opportunities to improve service to customers is essential to performance.
Nominal Hours: 20  
Required Reading: Nil  
Assessment: Assessment for this unit will be related to that of NWP303. With specific parts relating to adequately servicing the customer in the resolution of environmental issues. In addition learners will be expected to undergo reflective journaling via the use of a portfolio relating to external and internal customer issues in other units such as NWP345, NWP346, NWP360 and NWP363. Acceptable recognition evidence may include the learner’s position description validated by the workplace supervisor stating that acceptable customer service is provided by the learner.

PMLCAL400A PERFORM STANDARD CALIBRATIONS  
Descriptions: This unit of competency covers the ability to calibrate test and measurement equipment without deviation in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval. 
Nominal Hours: 50  
Assessment: Assignment, test, practical, log book  

PMLCOM500B PERFORM ASEPTIC TECHNIQUES  
Descriptions: Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.  
Nominal Hours: 40  
Required Reading: -  
Assessment: Progress reports, resource file, diary/logbook/updated project plan, final report, oral presentation, review of ongoing performance  

PMLDATA200A RECORD AND PRESENT DATA  
Descriptions: This unit of competency covers the ability to record and store data, perform basic calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent. 
Nominal Hours: 40  
Assessment: problem sheets, tests, observation of class work  

PMLDATA400A PROCESS AND INTERPRET DATA  
Descriptions: This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning. 
Nominal Hours: 70  
Assessment: Problem sheets, tests, observations of class work  

PMLDATA500B ANALYSE DATA AND REPORT RESULTS  
Locations: Footscray Park, Industry.  
Descriptions: This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe. This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.  
Nominal Hours: 80  
Required Reading: No required text  
Assessment: Assessment methods may include: review of data worksheets, calculations, computer files (such as spreadsheets, databases), statistical analysis, graphs and/or tables prepared by the candidate, oral questioning and review of reports.  

PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE  
Descriptions: This unit of competency covers the general cleaning of work surfaces, cleaning and storing of equipment and the monitoring of laboratory stocks under direct supervision.  
Nominal Hours: 30  
Assessment: Assessment is competency based  

PMLMAIN400A MAINTAIN AND CONTROL STOCKS  
Descriptions: Maintain and control stocks of materials or equipment; Order and receive materials and equipment; Maintain stock records; Maintain a safe work environment. 
Nominal Hours: 50  
Required Reading: -  
Assessment: As per accredited curriculum  

PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY  
Descriptions: The purpose of this module is to provide learners with basic knowledge of stoichiometry and solution chemistry. 
Nominal Hours: 40  
Required Reading: -  
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use the mole definition and formula to solve problems derive balanced chemical equations for simple chemical reactions and apply stoichiometry to them explain solution formation and solubility solve concentration problems. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.  

PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY  
Descriptions: This unit of competency covers the ability to monitor and maintain the occupational health and safety (OHS) and environmental programs within a work area where the person has some supervisory responsibility for others. Personnel will be able to participate in risk assessment and management processes, such as working with other staff to assess and manage risks associated with technical activities, coaching others in participating in OHS and environmental management issues, being a safety representative or participating in a safety committee. Their work is done in accordance with defined enterprise policies and procedures. 
Nominal Hours: 50  
Required Reading: -  
Assessment: Activity sheets, presentations, tests, journal
PMLORG301A  PERFORM BIOLOGICAL PROCEDURES
Descriptions: This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.
Nominal Hours: 40
Required Reading: -
Assessment: Assignment, diary, project report, teamwork analysis

PMLORG400A  PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS
Descriptions: This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips. Personnel are required to assess and treat risks associated with practical activities. They may work autonomously but are required to liaise closely with teaching staff about the design and scheduling of practical activities.
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL300B  CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES
Descriptions: This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.
Nominal Hours: 30
Required Reading: -
Assessment: Assessment is competency based

PMLQUAL301B  APPLY CRITICAL CONTROL POINT REQUIREMENTS
Descriptions: This unit of competency covers the ability to monitor critical, quality and regulatory control points related to a person’s work responsibilities. This unit of competency also covers support for ongoing improvement of the enterprise HACCP (Hazard Analysis and Critical Control Points) plan.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PMLSAMP302A  RECEIVE AND PREPARE SAMPLES FOR TESTING
Descriptions: This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare a range of samples for testing. All operations are performed in accordance with standard operating procedures (SOPs). This unit does not include testing, tissue processing or similar techniques.
Nominal Hours: 30
Required Reading: No required text
Assessment: Assessment methods may include: review of sample receipt and preparation records, feedback from peers, direct observation of sample receipt and preparation and questioning to assess knowledge of procedures.

PMLSAMP400B  OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN
Locations: Footscray Park, Industry.
Descriptions: This unit of competency covers the ability to obtain a range of samples that are representative of the source material (raw ingredients, product in process, final product) and to prepare the samples for testing. All sampling activities are to be in accordance with a defined sampling plan. This unit does not cover the subsequent testing of the samples.
Nominal Hours: 0
Required Reading: No required text
Assessment: Assessment methods may include: inspection and review of samples collected by the candidate, observation, and oral and/or written questions.

PMLSAMP401A  PREPARE MINERAL SAMPLES FOR ANALYSIS
Descriptions: Interpret and schedule client requirements; Prepare client sample(s) for analysis; Use (non) destructive methods to prepare laboratory portions for analysis; Maintain a safe work environment.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment methods may include: review of preparation and production documentation, review of quality control performance and analytical results traceable to samples, written/oral questioning and feedback from peers.

PMLTEST200A  CONDUCT ROUTINE SITE MEASUREMENTS
Descriptions: Prepare for measurement(s); Perform measurement(s); Finalise measurements; Maintain a safe work environment.
Nominal Hours: 30
Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test

PMLTEST300B  PERFORM BASIC TESTS
Descriptions: This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.
Nominal Hours: 60
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to interpret enterprise procedure or standard methods accurately, use safety information (for example, MSDSs) and perform procedures safely, check test equipment before use, complete all tests within required timetable without sacrificing safety, accuracy or quality, calculate, record and present results accurately and legally, maintain security, integrity and traceability of all samples, data/results and documentation, clean and maintain equipment. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST303B  PREPARE WORKING SOLUTIONS
Descriptions: This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. This unit assumes that calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
PMLTEST305A  PERFORM ASEPTIC TECHNIQUES

**Descriptions:** Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.

**Nominal Hours:** 40

**Assessment:** Practical, research assignment, questions, tests

PMLTEST305B  PERFORM ASEPTIC TECHNIQUES

**Descriptions:** This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures. This unit of competency is applicable to laboratory assistants and technicians working in the field or laboratory in the biomedical, biology, food and beverage and environmental sectors of the industry.

**Nominal Hours:** 40

**Assessment:** The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to perform consistently at the required standard the following: prevents cross contamination of sample source and sample, manipulates equipment to prevent contamination of culture medium during transfer, sterilises equipment as required to prevent cross contamination of work area, personnel and environment. The candidate must be able to follow defined OHS policies and procedures. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST308A  PERFORM MICROSCOPIC EXAMINATION

**Descriptions:** This unit of competency covers the ability to prepare routine samples and examine them using a light microscope, standard methods and readily available advice. Personnel are required to set up microscopes for optimum resolution and observe, identify and report sample characteristics. The unit covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

**Nominal Hours:** 40

**Required Reading:** -

**Assessment:** The critical aspects for assessment and evidence required in this unit is proof that the learner has the ability to follow enterprise standards, procedures and practices, maintain personal safety and that of others, use personal protective clothing and other safety equipment correctly, minimise cross contamination and contamination of the laboratory and environment, minimise generation of aerosols as smears or films are prepared, set up the workbench and microscope ergonomically, set up, clean and use a light microscope to achieve optimum resolution of the specimen, perform cell counts on diluted and undiluted samples, perform basic cell measurements using grids, log and track samples through all steps from receiving a sample through to completion, of a procedure and reporting, follow enterprise quality control procedures, correctly handle and store samples and reagents. The assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST402B  PREPARE, STANDARDISE AND USE SOLUTIONS

**Descriptions:** This unit of competency covers the ability to prepare, standardise and use solutions to monitor the quality of prepared solutions.

**Nominal Hours:** 100

**Assessment:** tests, practical assessments, log book, practical reports

PMLTEST406A  PERFORM PHYSICAL TESTS

**Locations:** Footscray Nicholson.

**Descriptions:** Interpret and schedule test requirements; Receive and prepare samples; Check equipment before use; Test samples to determine physical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.

**Nominal Hours:** 100

**Required Reading:** No required text

**Assessment:** Assessment methods may include: review of test data/results obtained by the candidate, review of test records, observation, feedback from peers and oral or written questioning.

PMLTEST407A  PERFORM BIOLOGICAL PROCEDURES

**Descriptions:** This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.

**Nominal Hours:** 130

**Assessment:** Classroom participation and submission of set activities, assignment, report and log book, tests

PMLTEST408A  UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING

**Descriptions:** This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.

**Nominal Hours:** 80

**Required Reading:** -

**Assessment:** Classroom participation and submission of set activities, practical report, assignments, practical tests, theory tests
PMLTEST411A PERFORM MECHANICAL TESTS


Descriptions: Interpret and schedule test requirements; Receive samples and prepare test-pieces; Check equipment before use; Test samples to determine mechanical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.

Nominal Hours: 80

Required Reading: No required text

Assessment: Assessment methods may include: review of test data/results obtained by the candidate, observation, feedback from peers and oral or written questioning.

PMLTEST501B PERFORM MICROBIOLOGICAL TESTS

Descriptions: This unit of competency describes the ability of technical personnel to contribute to the culture, isolation and identification of micro-organisms for investigating the physiology and pathology of plants and animals; for monitoring the natural environment; and to assist in the production of foods, pharmaceutical goods and other manufactured materials.

Nominal Hours: 140

Assessment: As per accredited curriculum

PMLTEST503B PERFORM HISTOLOGICAL TESTS

Descriptions: This unit covers the ability to perform tests and procedures associated with processing and staining tissues for examination of tissue structure and abnormalities by pathologists and scientists to assist with disease diagnosis. The unit covers tests and procedures that are associated with anatomical pathology (including frozen sections), and may involve the use of automated processors and staining machines. The unit principally refers to techniques performed on human tissues, but many aspects may be relevant to animal and plant tissues.

Nominal Hours: 150

Assessment: As per accredited curriculum

PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES

Descriptions: This unit of competency covers the ability to analyse samples using electrophoretic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours: 100

Assessment: As per accredited curriculum

PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES

Descriptions: This unit of competency covers the ability to analyse samples using routine chromatographic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours: 120

Assessment: As per accredited curriculum

PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES

Descriptions: This unit of competency covers the ability to analyse samples using routine spectrometric techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

Nominal Hours: 150

Required Reading: -

Assessment: As per accredited curriculum

PRSSO327A PROVIDE ADVANCED FIRST AID


Descriptions: This competency standard covers the skills and knowledge required to provide advanced first aid response. It requires the ability to recognise and respond to an emergency providing life support measures, managing the casualty and other first aiders until the arrival of medical or other assistance. The functions would be carried out under limited supervision within organisational guidelines. The unit is based on Competency “B” in the National Guidelines for Integrating First Aid Competencies into National Industry Competency Standards.

Nominal Hours: 24

Required Reading: No required text

Assessment: Case studies, practical skills appraisal, theory test, instruction of injury management

PSPPM401B DESIGN SIMPLE PROJECTS


Descriptions: This unit covers the planning and development of simple, generally low risk projects that may be small scale and managed by one person or by a person with a small team. It includes identifying project requirements, preparing a business case, preparing the project plan and establishing project infrastructure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management.

Nominal Hours: 65

Required Reading: Nil

Assessment: Assessment will occur via the candidate developing a project in which he/she puts together an educational presentation and delivers it to a key industry target group. The learner will be expected to design the presentation, plan the delivery schedule and fully assess the process for delivery schedule, resources involved and effectiveness of delivery. This unit will be co-assessed with the unit RUV4207A CONDUCT COMMUNITY AWARENESS PROGRAMS BSBCMN305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the learner designs simple projects. At least one example of such projects would be expected to be presented.

PSPREG404B INVESTIGATE NON-COMPLIANCE WITH LEGISLATION

Locations: Werribee, Industry, Other.

Descriptions: This unit covers identification of possible non-compliance and recommendations for ensuing action. It includes initiating a preliminary investigation to confirm non-compliance, and planning, conducting and finalising the investigation.

Nominal Hours: 30

Required Reading: Nil
Assessment: Assessment will occur via workplace based tasks which show that the learner can take appropriate action resulting from investigations on non-compliances. The learner will be expected to act on non-compliance scenarios or critically analyse actions taken from investigations in his/her workplace. This unit will be co-assessed with the following units RUV4204A MANAGE CONFLICT PSPREG404A ACT ON NON COMPLIANCE BSCBCMN305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate investigates non-compliance. In addition at least two examples of actions taken from investigations should be presented for evaluation by the assessor. Some questioning may be necessary to ensure learner understands his/her limitations in carrying out the investigation.

**PSPREG404A ACT ON NON-COMPLIANCE WITH LEGISLATION**

Locations: Werribee, Industry, Other.

Descriptions: This unit covers the competency to issue advice, instructions, warnings, notices, fines and other actions in response to non compliance situations. It includes attending situations where non-compliance is suspected/alleged, and taking action on non-compliance.

Nominal Hours: 30

Required Reading: Nil

Assessment: Assessment will occur via workplace based tasks which show that the learner can take appropriate action resulting from investigations on non-compliances. The learner will be expected to act on non-compliance scenarios or critically analyse actions taken from investigations in his/her workplace. This unit will be co-assessed with the following units RUV4204A MANAGE CONFLICT PSPREG404A ACT ON NON COMPLIANCE BSCBCMN305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate investigates non-compliance. In addition at least two examples of actions taken from investigations should be presented for evaluation by the assessor. Some questioning may be necessary to ensure learner understands his/her limitations in carrying out the appropriate action from the investigation outcome.

**RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT**

Descriptions: Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.

Nominal Hours: 60

Required Reading: Nil

Assessment: As per accredited curriculum

**RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS**

Descriptions: Developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used. Legislation and regulations, develop and implement procedures to ensure minimum risk and the ability to carry out a risk assessment.

Nominal Hours: 60

Assessment: As per accredited curriculum

**RTD3125A RESPOND TO WILDLIFE EMERGENCIES**


Descriptions: This competency standard covers the process of evaluating and coordinating a response to natural resource emergencies involving fauna. It requires the ability to evaluate the type of emergency, implement and coordinate a response to the emergency, care for affected animals, determine management options, remove animal carcasses and complete debrief and prepare reports. Responding to wildlife emergencies requires a knowledge of animal biology and general behaviour, health risks associated with animals, public relations and media management, incident management systems, state/territory emergency procedures and networks and machinery and equipment operation.

Nominal Hours: 70

Required Reading: No required text

Assessment: Assignment, written and online tests

**RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS**

Descriptions: Planning and implementation of revegetation works for disturbed, degraded or remnant natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.

Nominal Hours: 80

Assessment: As per accredited curriculum

**RTD4403A DEVELOP A PEST MANAGEMENT ACTION PLAN**

Descriptions: Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.

Nominal Hours: 100

Assessment: As per accredited curriculum

**RTD4504A MONITOR BIODIVERSITY**

Descriptions: Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.

Nominal Hours: 100

Assessment: As per accredited curriculum

**RTD5502A CONDUCT FIELD RESEARCH INTO NATURAL AND CULTURAL RESOURCES**

Descriptions: Process of conducting field research into natural resource and cultural areas for resource management and related purposes. Development of a resource management plan. Identify stakeholders, develop a research approach, conduct field investigations, develop process for involving decision-makers and report on the field investigation. Knowledge of relevant legislation, charters, Codes of Practice relating to natural and cultural resource areas, ecology, geological and biological diversity, population dynamics and control approaches, accepted scientific processes and historical research processes, and links between Indigenous heritage and natural resources.

Nominal Hours: 200

Required Reading: Nil

Assessment: As per accredited curriculum
RUVM01A WORK IN THE ANIMAL CARE INDUSTRY
Descriptions: Undertake an activity according to workplace requirements; Recognise animals in the workplace.
Nominal Hours: 20
Assessment: Tests, assignments, presentations

RUVM02A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT
Descriptions: Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Work in a safe manner; Participate in maintaining a safe workplace.
Nominal Hours: 40
Required Reading: 
Assessment: Activity sheets, test, journal

RUVM03A ASSISTS WITH GENERAL ANIMAL CARE
Descriptions: Handle and check animal’s general condition and health; Clean animal housing.
Nominal Hours: 80
Required Reading: 
Assessment: Revisions, practical tests, assignments

RUVM04A PROVIDE FOOD AND WATER FOR ANIMALS
Descriptions: Prepare for feeding; Feed and water animals; Complete the feeding and watering process.
Nominal Hours: 30
Assessment: Theory test, case studies, assignment, demonstration

RUVM05A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Descriptions: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work-related documents; Participate in workplace meetings and discussions.
Nominal Hours: 20
Assessment: Listening skills, workplace documents folio, teamwork, presentations

RUVM06A ASSIST WITH FOOD PREPARATION
Descriptions: This unit of competency covers the process of assisting with the preparation of food for animals, in particular bulk food items. One would be expected to assist with the preparation of food, check food orders and clean and store relevant equipment and materials.
Nominal Hours: 20
Assessment: As per accredited curriculum

RUVM07A PROVIDE BASIC FIRST AID FOR ANIMALS
Descriptions: Assess the situation; Apply basic first aid and basic care.
Nominal Hours: 30
Assessment: Theory test, assignment, presentation, practical exercise

RUVM08A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE
Descriptions: This unit of competency covers the process of rescuing and restraining animals and providing basic animal care. It requires the demonstration of knowledge and skills to identify situations where assistance is required in the rescue of animals and the management of animal stress and injuries.
Nominal Hours: 30
Required Reading: 
Assessment: As per accredited curriculum

RUVM09A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION
Descriptions: This unit of competency covers the process of preparing for a tour or presentation within a captive animal facility and conducting it to meet the needs of a wide range of audiences.
Nominal Hours: 30
Required Reading: 
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

RUVM10A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES
Descriptions: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.
Nominal Hours: 60
Required Reading: No required text
Assessment: Project work, assignments and class activities.

RUVM11A CARRY OUT VETERINARY RECEPTION DUTIES
Descriptions: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.
Nominal Hours: 30
Assessment: Assignments, practical exercises, tests

RUVM12A CARRY OUT DAILY CLINIC ROUTINES
Descriptions: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.
Nominal Hours: 40
Assessment: Assignments, practical exercises, test

RUVM13A CARRY OUT WORKPLACE OHS PROCEDURES
Descriptions: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.
Nominal Hours: 50
Assessment: Activity sheets, presentations, tests, journal
RUV3302A  CONDUCT EUTHANASIA OF RESEARCH ANIMALS
Descriptions: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.
Nominal Hours: 40
Assessment: Theory test, assignment, practical exercises

RUV3303A  MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING
Descriptions: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.
Nominal Hours: 50
Required Reading: -
Assessment: Theory tests, assignments, practical exercises

RUV3305A  CARRY OUT SIMPLE BREEDING PROCEDURES
Descriptions: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.
Nominal Hours: 30
Assessment: Tests, Assignments

RUV3306A  WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION
Descriptions: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.
Nominal Hours: 50
Required Reading: -
Assessment: Tests, assignments, presentation

RUV3307A  PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Descriptions: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.
Nominal Hours: 40
Required Reading: No required text
Assessment: Assignments, practical exercises, tests

RUV3401A  REHABILITATE AND RELEASE NATIVE WILDLIFE
Locations: Werribee, On-line, Other.
Descriptions: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.
Nominal Hours: 50
Required Reading: There are not required text for this unit
Assessment: Students are required to do assignments and online tests

RUV3402A  WORK WITHIN A CAPTIVE ANIMAL INSTITUTION
Descriptions: This unit of competency covers the process of working and communicating effectively within a captive animal institution. It requires knowledge of relevant agreements, legislative requirements and institutional policies and procedures and the ability to identify animals in the workplace. The unit is aimed at keepers and wildlife and animal attendants with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3403A  PREPARE AND PRESENT INFORMATION TO THE PUBLIC
Descriptions: This unit of competency covers the process of preparing and presenting information to internal staff members and members of the public and participating in other interpretive and learning functions within the institution. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 30
Required Reading: No required text.

RUV3404A  ASSIST WITH COLLECTION MANAGEMENT
Descriptions: This unit of competency covers the process of recording information using animal species-management software and assisting with updating and implementing institutional and regional collection plans and species management. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 50
Required Reading: No required text.
RUV3405A  DEVELOP AN INSTITUTIONAL HUSBANDRY MANUAL
Descriptions: This unit of competency covers the process of researching, consulting with others and writing an institutional husbandry manual for a particular species. It also requires one to regularly update and maintain the manual to ensure its currency and relevancy. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3406A  PREPARE AND MAINTAIN ANIMAL HOUSING
Descriptions: This unit of competency covers the process of determining housing that meets the behavioural and physical requirements of a particular animal species. It also includes the preparation, cleaning and routine maintenance required to maintain the appearance of an enclosure. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3407A  MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN
Descriptions: This unit of competency covers the process of assisting with the design and development of exhibit and enclosure proposals. It also requires the daily maintenance of enclosures and exhibits, including pest detection and control. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3408A  PREPARE ANIMAL DIETS AND MONITOR FEEDING
Descriptions: This unit of competency covers the process of preparing and presenting food to animals from at least four of the six major animal groups. It includes knowledge of types of foods and the impact of toxic plants and substances on animals, maintenance of food quality and preparation of food animals. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3409A  MONITOR AND MAINTAIN ANIMAL HEALTH
Descriptions: This unit of competency covers the process of monitoring illness or abnormal behaviour in animals, collecting pathology samples and administering authorised animal treatments. It also includes maintaining a quarantine area and implementing safe and hygienic work practices. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assignment, written and online tests

RUV3410A  CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS
Descriptions: This unit of competency covers the process of planning the capture and restraint of animals that may need rescue, using safe and humane handling practices. It also requires identifying the requirements for moving or transferring animals from one location to another. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assignment, written and online tests
RUUV3411A  CARE FOR YOUNG ANIMALS

Locations: Werribee, On-line, Other.

Descriptions: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.

Nominal Hours: 30

Required Reading: Nil

Assessment: Students are required to complete assignments and online tests.

RUUV3412A  MONITOR ANIMAL REPRODUCTION


Descriptions: This unit of competency covers the process of facilitating and monitoring reproduction needs in accordance with the institution’s breeding plan. The animals in the reproduction program may be either naturally or artificially reared. The unit is aimed at keepers or carers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, written and online tests

RUUV3413A  CONDITION ANIMALS


Descriptions: This unit of competency covers the process of providing husbandry care, making public presentations and conditioning animals in order to modify their behaviour. It requires formulating and demonstrating a conditioning plan based on operant conditioning techniques. The unit is aimed at keepers or carers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assignment, written and online tests

RUUV3414A  IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY


Descriptions: This unit of competency covers the process of monitoring and identifying the individual, group and species-specific behaviour of animals in human care. The unit is aimed at keepers with between one and three years experience who are expected to perform tasks under supervision. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions within this unit require the demonstration of relevant theoretical knowledge and the application of a range of well-developed skills. One would be expected to apply known solutions to a variety of predictable problems and to take responsibility for one’s own outputs and have limited responsibility for the output of others.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignment, written and online tests

RUUV3501A  PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE


Descriptions: Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.

Nominal Hours: 50

Required Reading: No required text

Assessment: Research worksheets, assignments, tests and practical assessment.

RUUV3502A  PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS


Descriptions: Provide information and advice on aquatic animal selection; Advise on housing for selected species; Advise on aquatic support systems; Advise on health and nutritional requirements; Complete aquatic animal sales transactions.

Nominal Hours: 30

Required Reading: -

Assessment: As per accredited curriculum

RUUV3503A  WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD


Descriptions: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.

Nominal Hours: 40

Required Reading: -

Assessment: Tests, assignments, presentations

RUUV3504A  MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS


Descriptions: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.

Nominal Hours: 60

Required Reading: No required text

Assessment: Classwork, tests, practical work, assignment
RU4201A  ASSESS AND IMPOUND ANIMALS

Descriptions: Routine situations in an animal control and regulation environment. It requires the ability to assess a given situation and implement appropriate action to seize, handle and transport animals. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 60
Required Reading: Nil

Assessment: Assessment will occur via workplace based tasks which show that the candidate can competently work within an animal control and regulation workplace quality system. This will require the learner being able to access legislative and other regulatory information as well as acceptably satisfying quality requirements in all aspects of his/her workplace. This unit will be co-assessed with the following units: RU4206A CARRY OUT POUND PROCEDURES BSBCM305A ORGANISE WORKPLACE INFORMATION Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the candidate works within the workplace quality system along with examples of workplace documentation completed by the learner. Questioning may be necessary about learner knowledge of quality concepts or legislation.

RU4209A  RESPOND TO ANIMAL BEHAVIOUR
Locations: Industry, Other.

Descriptions: This unit of competency covers the process of implementing and monitoring the organisation’s animal control and regulation (ACR) program. It requires the ability to ensure that all ACR responsibilities are carried out in a timely and efficient manner. The learner will need to demonstrate knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 30
Required Reading: Nil

Assessment: Assessment will occur via workplace based tasks which show that the candidate can effectively implement and monitor the organisation’s ACR program. This will require the learner to demonstrate knowledge of relevant legislation and organisational policies and procedures.
RU4V203A  IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR

Locations: Werribee, Industry, Other.

Descriptions: This unit of competency covers the process of identifying animals and their behaviour in the context of an animal control and regulation environment during day-to-day activities. It requires an ability to recognize and identify animals and assess, interpret, anticipate and respond to the behaviour of an animal. It requires an appreciation of the owner - animal - environment triangle of effect that influences behavioural expressions. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 60

Required Reading: Nil

Assessment: Assessment will consist of observation of animal assessment and response techniques both in a simulated environment and in the workplace. The learner will be expected to demonstrate to the assessor that he/she is capable of competently and safely assessing and responding to animal behaviour. This unit will be co-assessed with the following units RU4V202A ASSESS AND IMPOUND ANIMALS
RU4V208A COORDINATE SEIZURE OF ANIMALS Acceptable recognition evidence may include a position description and also a reference from a suitable workplace supervisor or expert which states that the candidate safely assessed and responded to animal behaviour. The context in which the learner does this should be described. Some questioning of the learner about specialist techniques in this area may also be necessary.

RU4V204A  MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT

Locations: Werribee, Industry, Other.

Descriptions: This unit of competency covers the process of handling and resolving disputes and / or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. It requires the ability to communicate well with others through negotiation and mediation and to have an appreciation of highly emotional circumstances.

Nominal Hours: 30

Required Reading: Nil

Assessment: Assessment will occur via workplace based tasks designed to show that the learner can effectively and competently manage conflict situations within his/her workplace. Assessment will be based on management of internal as well as external conflict. This unit will be co-assessed with the following units PSPPM401B DEVELOP A PROJECT
PSPRG404A DEVELOP A PROJECT Acceptable recognition evidence may include a reference from a suitable workplace supervisor or expert which states that the candidate can effectively and competently manage conflict situations within his/her workplace. This reference should list all potential environments which the candidate can effectively carry out pound procedures. Assessment will occur via workplace based tasks which show that the candidate can effectively carry out pound procedures. Assessment will occur by demonstration of specific tasks as well as production of evidence that tasks are carried out in the workplace. This unit will be co-assessed with the following units RUV4206A CARRY OUT POUND PROCEDURES
RUV4208A COORDINATE SEIZURE OF ANIMALS Acceptable recognition evidence may include a position description and also a reference from a suitable workplace supervisor or expert which states that the learner works in a pound acceptably. A reference stating that the learner carries out his/her tasks competently would also be useful specifying tasks carried out by the learner.

RU4V205A  EUTHANASE SICK, INJURED OR UNWANTED POUND ANIMALS

Descriptions: This unit of competency covers the process of euthanasing sick, injured or unwanted pound animals in a humane way that complies with safe operating practices and with ethical, welfare and legislative requirements. A person working at this level would be expected to conduct euthanasia of individual animals under predictable and controlled circumstances.

Nominal Hours: 20

Required Reading: Nil

Assessment: Assessment will occur via the candidate developing a project in which he/she coordinates the effective seizure of an animal. The learner will be expected to produce a multimedia presentation of this process as part of their assessment. If
necessary the learner will demonstrate the seizure procedure in the presence of the VU assessor. This unit may be able to be assessed along with the following units: RUV4202A ASSESS AND IMPOUND ANIMALS RUV4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR RUV4204A MANAGE CONFLICT SITUATIONS WITHIN ANIMAL CONTROL AND REGULATION CONTEXT Acceptable recognition evidence may include a position description or resume validated by a suitable workplace supervisor or expert which states that the learner carries out effective seizure of animals as part of their work duties.

RUV4209A  PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE

Locations: Werribee, Industry, Other.

Descriptions: This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases. It requires the ability to interview and record statements from witnesses and suspects, collect information relating to the case, identify admissible evidence and prepare case briefs. It also requires an ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Nominal Hours: 80

Required Reading: -

Assessment: Assessment will occur via workplace based tasks which show that the candidate can effectively prepare and present an animal control and regulation case. It will include mock court hearings in which the learner gives evidence in a ‘legal’ setting. Other aspects of assessment will involve the learner completing necessary paperwork for the regulation case. This unit will be co-assessed with the following units PSPREG404B INVESTIGATE NON-COMPLIANCE WITH LEGISLATION SPSPREG405A ACT ON NON COMPLIANCE Acceptable recognition evidence may include a position description and/or resume validated by a suitable workplace supervisor or expert which states that the candidate has prepared and presented animal control and test cases. It must show that the learner has appeared in court for at least two cases. Questioning may be necessary over knowledge of legal responsibilities for the learner in this context.

RUV4509A  PROVIDE PROFESSIONAL COMPANION ANIMAL GROOMING SERVICES


Descriptions: This unit of competency covers the process of providing professional grooming services for companion animals at their home or at a companion animal facility. The unit requires an assessment of the health and condition of the animal’s coat and determining the animal’s grooming needs with the client (owner). It requires skills and knowledge to undertake industry-recognised grooming procedures in accordance with client requirements. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one’s own outputs and have limited responsibility for the quantity and quality of the output of others.

Nominal Hours: 150

Required Reading: No text required

Assessment: Research worksheets, assignments, tests and practical assessments.

RUV4510A  PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES


Descriptions: Assess bathing needs; Set-up mobile hydro-bath; Prepare to bathe the animal; Clean and pack-up hydro-bath

Nominal Hours: 80

Required Reading: -

Assessment: Research worksheets, assignments, tests and practical assessment.

RUV4511A  PROVIDE TRAINING ADVICE TO COMPANION ANIMAL OWNERS


Descriptions: This unit of competency covers the process of developing, monitoring and reviewing the training plans and programs of companion animals and their owners. Training may be conducted in one-on-one sessions with animals and their owners, training classes for companion animals and their owners (clients) and may take place in public open spaces, in private residences or at agreed alternative venues. Training animals and their owners requires knowledge of different animals and breeds, different training equipment and its use as well as a variety of training methods. It also requires communication skills to determine clients’ needs and to provide advice and assistance as required. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one’s own outputs and have limited responsibility for the quantity and quality of the output of others.

Nominal Hours: 60

Required Reading: No required text

Assessment: Research worksheets, assignments, tests and practical assessments.

RUV4512A  CONDUCT COMPANION ANIMAL TRAINING CLASSES


Descriptions: This unit of competency covers the process of conducting training classes for companion animals and their owners. It involves developing, conducting and reviewing training classes that include behavioural training in obedience, agility and socialisation. Training animals and their owners requires knowledge of different animals and breeds, different training equipment and its use as well as knowledge of different training methods. It also requires communicating with and directing animal owners during classes. Training will be conducted in group sessions with animals and owners and will generally take place in public open spaces. In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised. The work functions in this unit involve the identification and application of knowledge and skills to a wide variety of contexts with depth in some areas. One would be expected to identify, analyse and evaluate information from a variety of sources, take responsibility for one’s own outputs and have limited responsibility for the quantity and quality of the output of others.

Nominal Hours: 100

Required Reading: No required text

Assessment: Research worksheets, assignments, tests and practical assessment.
RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE
Descriptions: Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.
Nominal Hours: 40
Required Reading: -
Assessment: Observation of practical work, worksheets, assignment, test

RUV4602A APPLY RADIOGRAPH ROUTINES
Descriptions: Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Nominal Hours: 70
Assessment: Workplace assessment, assignments, worksheets, practical exercises, tests

RUV4604A PERFORM CLINIC OFFICE PROCEDURES
Descriptions: Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.
Nominal Hours: 30
Assessment: Workplace skills log, worksheets, class activities, tests

RUV4605A CARRY OUT SURGICAL NURSING ROUTINES
Descriptions: Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.
Nominal Hours: 80
Assessment: tests, assessments, assignment

RUV4606A NURSE ANIMALS
Descriptions: Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.
Nominal Hours: 80
Assessment: Class work, log book, tests and oral exams, assignment

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES
Descriptions: Prepare for and assist with medical procedures; Prepare for specific clinic routines.
Nominal Hours: 30
Assessment: Tests, worksheet, workplace skills

RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES
Descriptions: Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.
Nominal Hours: 40
Assessment: class work, tests, assignments, presentation

RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS
Descriptions: Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.
Nominal Hours: 50
Required Reading: None required
Assessment: Projects, assignments and class activities.

RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES
Descriptions: Establish, market and implement promotional strategies; Promote clinic.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES
Descriptions: Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV5301A CARRY OUT BREEDING PROCEDURES
Descriptions: Select animals and prepare for breeding, Implement breeding procedures; Perform post-mating procedures; Name and record animals.
Nominal Hours: 40
Assessment: Assignment, worksheet, tests and project

RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Descriptions: Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Nominal Hours: 80
Required Reading: -
Assessment: Tests, assignment, case study, case report, practical exercises

RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS
Descriptions: Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.
Nominal Hours: 40
Assessment: Tests, assignments, presentations
RUOV5305A  MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS
Descriptions: Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.
Nominal Hours: 80
Required Reading: -
Assessment: Tests, assignment, case study, case report, practical exercises

RUOV5306A  PLAN AN ANIMAL TECHNOLOGY FACILITY
Descriptions: Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.
Nominal Hours: 60
Assessment: Assignments, questions, simulation

RUOV5307A  MANAGE LABORATORY PROCEDURES
Descriptions: Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.
Nominal Hours: 100
Assessment: Assignments, simulation, tests

RUOV5308A  ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES
Descriptions: Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anæsthetic and post-operative care for animals; Maintain facilities and equipment.
Nominal Hours: 60
Required Reading: -
Assessment: Theory tests, assignments, case studies, practical exercises

SRCAQU003B  RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate an aquatic emergency and perform a basic water rescue. These situations will usually involve an individual response.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCAQU006B  SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to supervise clients at an aquatic recreation facility or environment to minimise risk.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRD002B  APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK
Descriptions: Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies to meet client needs and organisation objectives.
Nominal Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

SRCCRD003B  PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to apply the principles of equity and access in a community recreation work environment.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRD007B  DEVELOP RECREATION
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRCCRD008B  WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS
Descriptions: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to develop an effective relationship with key personnel in government and other key agencies to assist with community recreation service delivery.
Nominal Hours: 20
**SRCCRO002B  RESPOND TO CLIENTS AT RISK**

**Descriptions:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond to clients at risk in a community recreation environment.

**Nominal Hours:** 15

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRCCRO003B  APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING**

**Descriptions:** Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.

**Nominal Hours:** 10

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRCCRO004B  WORK WITH A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM**

**Descriptions:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to disburse funds and to ensure all appropriate records are kept and statutory regulations and compliances are met for a community recreation activity, event or program.

**Nominal Hours:** 10

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRCCRO005B  DEVELOP A BUDGET FOR A RECREATION INITIATIVE**

**Descriptions:** This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond effectively to volunteers in a recreation organisation or environment.

**Nominal Hours:** 20

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRFAHN001A  MAKE REFERRALS AND WORK COLLABORATIVELY WITH ALLIED HEALTH PROFESSIONALS WHERE APPROPRIATE**

**Descriptions:** Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.

**Nominal Hours:** 15

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRFAHN002A  RECEIVE AND RESPOND TO REHABILITATION REFERRALS FROM ALLIED HEALTH PROFESSIONALS**

**Descriptions:** Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.

**Nominal Hours:** 15

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRAQA002B  INSTRUCT WATER BASED ACTIVITIES FOR MODERATE RISK CLIENTS AND THOSE SPECIFIC FITNESS NEEDS**

**Descriptions:** This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills to develop a broader range of skills in water based fitness activities current and relevant to instruction in the general fitness industry and apply these skills to specific client groups, moderate risk clients, the use of specific equipment, or a specific workplace.

**Nominal Hours:** 10

**Required Reading:** Not Required

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

**SRCHA001A  PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG ADOLESCENTS**

**Locations:** Footscray Park, Industry.

**Descriptions:** Establishing rapport with client; Identifying general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.

**Nominal Hours:** 60

**Required Reading:** Not Required

**Assessment:** The following methods will be used in assessing this unit: class notes, practical assessments, tests and on the job learning (Simulated and real environment)

---

**SRFIT001B  PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM**

**Locations:** Footscray Park, Industry.

**Descriptions:** Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.

**Nominal Hours:** 15

**Required Reading:** Not required

**Assessment:** The following methods will be used in assessing this unit: class notes, practical assessments and on the job learning (Simulated and real environment).

---

**SRFIT003B  UNDERTAKE CLIENT INDUCTION AND SCREENING**

**Descriptions:** Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results.
of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS
Locations: Footscray Park, Industry, Other.
Descriptions: Gather pre-programming information, including a client’s current fitness level; Develop a basic exercise plan of general activities suited to client’s needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.
Nominal Hours: 20
Required Reading: No reading required
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
Locations: Footscray Park, Industry.
Descriptions: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Apply a knowledge of the body’s energy systems to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Nominal Hours: 15
Required Reading: -
Assessment: Assessment may include assignment, presentation, written and practical tasks, case studies and research.

SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT
Locations: Footscray Park, Industry.
Descriptions: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING
Descriptions: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT008B UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION
Descriptions: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.
Nominal Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS
Descriptions: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing fitness exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT
Descriptions: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT011B PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS
Descriptions: Screen clients for health, medical or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFIT012B UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS
Locations: Footscray Park, Industry.
Descriptions: Implement motivational theory in fitness activities; Utilise motivational
psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.

Nominal Hours: 20

Required Reading: Not Required

Assessment: The following methods will be used in assessing this unit: class notes, test/quizzes, practical assessments and on the job learning (Simulated and real environment).

SRFFT013B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION

Locations: Footscray Park, Industry.

Descriptions: Explain the general principles of nutrition and health to clients; Estimate the body composition of clients; Develop and deliver an exercise plan and program designed to improve the body composition of low risk clients; Provide information about appropriate dietary modifications to reduce the level of body composition of low risk clients.

Nominal Hours: 20

Required Reading: Not required

Assessment: The following methods will be used in assessing this unit: class notes, practical assessments, tests and on the job learning (Simulated and real environment).

SRFFT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS

Descriptions: Apply a knowledge of the systems of the human body to movement and exercise; Apply an understanding of the structure and function of musculoskeletal system when providing information about fitness programs; Relate the structure and function of the cardiovascular system and respiratory system to fitness activities; Provide information about the structure and function of the digestive system; Apply knowledge of the structure and function of the nervous system to fitness activities.

Nominal Hours: 50

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Descriptions: Explain the relationship between nutrition, health and fitness to clients; Provide basic advice to clients about the fundamental principles of health eating; Provide nutritional information to clients regarding body composition management; Support fitness clients with body image issues; Refer client to allied health professionals or medical professional for further information or consultation.

Nominal Hours: 50

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFT016A APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Descriptions: Undertake client induction and screening for clients; Conduct postural appraisals tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.

Nominal Hours: 60

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFT017A PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Descriptions: Collect information about the client’s current medical and nutritional status; Recognise clients with specific nutritional requirements; Determine the clients specific nutritional requirements; Provide nutritional information to clients with specific nutritional requirements, under the guidance of medical and allied health professionals; Develop and utilise a network of medical and allied health professionals to assist clients to implement a healthy eating plan.

Nominal Hours: 60

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFT018A APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

Descriptions: Apply extensive knowledge of musculoskeletal anatomy and physiology to the prescription of exercise for moderate risk clients; Apply extensive knowledge of the anatomy and physiology of the cardiovascular system and respiratory system to the planning and delivering exercise programs for moderate risk clients; Relate the structure and function of the lymphatic system to exercise and exercise related injuries; Apply knowledge of the structure and function of the nervous system to exercise and fitness activities; Apply extensive knowledge of the anatomy and physiology of the endocrine system to the planning of exercise programs for moderate risk clients; Apply knowledge of the structure and function of the digestive system when providing advice about nutrition and body composition to moderate risk clients.

Nominal Hours: 80

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS

Descriptions: Educate the client on the relationship between exercise, nutrition and body composition management; Conduct goals and needs analysis that is appropriate for body composition management; Plan a program to effectively manage body composition in clients; Deliver a program to effectively manage body composition in clients; Monitor and reassess client progress and modify if necessary.

Nominal Hours: 40

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies,
SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS

Descriptions: Apply a knowledge of musculoskeletal injuries to fitness activities; Identify common exercise related musculoskeletal injuries resulting from fitness activities, and the associated management methods; Develop and apply injury prevention strategies applicable to fitness activities; Assist with the management of common exercise related musculoskeletal injuries under the guidance of allied health professionals; Develop a network of medical and allied health professionals.

Nominal Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP003A PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND PSYCHOLOGICAL WELL-BEING IN LOW TO MODERATE RISK CLIENTS

Descriptions: Demonstrate an understanding of the role of physical activity in a healthy lifestyle and in preventing major causes of disease and disability among adults; Explain and apply current recommendations regarding the type and amount of physical activity to promote health and prevent disease; Apply basic principles of exercise prescription to instructing and leading exercise programs for individuals and groups; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various exercise modes in exercise instruction and leadership; Ensure safety of moderate risk clients in exercise settings.

Nominal Hours: 50
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND YOUNG ADOLESCENTS

Descriptions: Develop a consultative network of other fitness trainers, allied health professionals and medical advisers; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk children and young adolescents.

Nominal Hours: 40
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY

Descriptions: Receive client presenting with disabilities; Explain and apply knowledge about the cause and consequences of specific musculoskeletal impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with disabilities.

Nominal Hours: 60
Required Reading: -

SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION

Descriptions: Work within a network of allied health and medical professionals; Plan an exercise program to enhance the musculoskeletal rehabilitation; Instruct an appropriate exercise program to enhance musculoskeletal rehabilitation program; Reassess and if needed modify the rehabilitation program in consultation with an allied.

Nominal Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK OF METABOLIC SYNDROME

Descriptions: Demonstrate an understanding of risk factors contributing to and health implications of metabolic syndrome; Explain and apply knowledge about the role of exercise in preventing or managing metabolic syndrome; Apply basic principles of exercise prescription to selecting, leading and instructing exercise for clients with or moderate risk of metabolic syndrome; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various modes of exercise as recommended for clients with or moderate risk of metabolic syndrome; Ensure safety of clients with or moderate risk of metabolic syndrome in exercise settings.

Nominal Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP009A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH MUSCULOSKELETAL NEEDS

Descriptions: Receive moderate risk client presenting with musculoskeletal needs; Explain and apply knowledge about the cause and consequences of specific musculoskeletal needs and the role of exercise in management of these conditions; Apply basic exercise prescription principles to exercise for clients with musculoskeletal needs in conjunction with allied health professionals; Ensure safety of clients in a variety of exercise settings; Modify and re-evaluate an exercise program for the moderate risk client in consultation with allied health professionals.

Nominal Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFFSP010A PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT

Descriptions: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.

Nominal Hours: 60
FACULTY OF WORKFORCE DEVELOPMENT

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFGE001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills to provide the instructor with the skills to plan and instruct a basic group fitness class of a type common in the fitness industry.
Nominal Hours: 20
Required Reading: No required text
Assessment: Students may be required to complete practical presentations, project and written assessments.

SRFGYM001B INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT
Descriptions: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRFGYM002B CUSTOMISE GYM INSTRUCTIONAL SKILLS TO INCLUDE SPECIFIC AREAS OF EXPERTISE CURRENT IN THE FITNESS INDUSTRY
Locations: Footscray Park.
Prerequisites: SRFFIT001B - PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM
SRFFIT003B - UNDERTAKE CLIENT INDUCTION AND SCREENING
SRFFIT004B - DEVELOP BASIC FITNESS PROGRAMS
SRFFIT005B - APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION
SRFFIT006B; SRFFIT014A; SRFGYM001B; SRFSPP002A; SRXGRO003A
Descriptions: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required by a gym instructor to plan and deliver a broad range of training programs customised for clients with specific fitness requirements.
Nominal Hours: 15
Required Reading: No Required Reading
Assessment: Assessment is based on Competent/Not Yet Competent and undertaken over a minimum of three (3) different occasions to ensure consistency of performance. Due to issues such as safety requirements and delivery of appropriate techniques, this unit of competency is assessed through the observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes.

SRFOLD001B PLAN AND DELIVER EXERCISE FOR OLDER ADULTS
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Fitness Industry Training Package and covers the knowledge, skills and attitudes necessary to plan and deliver exercise for older adults in consultation with an allied health professional or medical practitioner.
Nominal Hours: 40
Required Reading: Not Required
Assessment: The following methods will be used in assessing this unit: class notes, practical assessments, tests and on the job learning (Simulated and real environment).

SRFPTI001B PLAN AND DELIVER PERSONAL TRAINING
Locations: Footscray Park, Industry.
Descriptions: This unit covers the knowledge and skills to be able to operate effectively as a personal trainer in the fitness industry.
Nominal Hours: 30
Required Reading: Not Required
Assessment: The following methods will be used in assessing this unit: class notes, practical assessments and on the job learning (Simulated and real environment).

SRFSPP002A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY
Descriptions: Identify specific population clients; Provide advice to specific population clients regarding exercise testing and participation; Provide modifications to the delivery of exercise techniques, exercise programs, fitness equipment and/or facilities for specific populations under the guidance of medical or allied health professionals; Work with a network of medical and allied health professionals to deliver exercise for special populations.
Nominal Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROABA001A DEMONSTRATE SIMPLE ABSEILING SKILLS ON ARTIFICIAL SURFACES
Locations: Footscray Park, Industry.
Descriptions: This unit cover the knowledge and skills required to participate in simple abseiling activities on artificial surfaces (indoor and outdoor, walls or towers). The learner will be under supervision, using resources provided by leader/supervisor. The level of responsibility will be restricted to selection of personal equipment, from that provided, to suit personal needs and situations.
Nominal Hours: 8
Required Reading: No required text
Assessment: The following methods will be used in assessing this unit: Practical demonstrations, theory through workbooks and class notes.
SROABN002A  SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM
Locations: Footscray Park, Industry.

Descriptions: This unit covers the knowledge and skills required to use a single rope belay system and a bottom brake system under direct supervision to safeguard an abseiler. It may be applied to abseiling on either natural or artificial surfaces.

Nominal Hours: 15
Required Reading: No required text.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROODY001A  APPLY BASIC OUTDOOR RECREATION LOGISTICS
Locations: Footscray Park, Industry.

Descriptions: This unit covers the basic knowledge and skills to plan and participate in supervised outdoor activities of limited duration in a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor activities under supervision.

Nominal Hours: 10
Assessment: As per accredited curriculum

SROODR002A  PLAN OUTDOOR RECREATION ACTIVITIES
Descriptions: This unit covers the knowledge and skills to independently plan and participate unsupervised in outdoor activities within a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor recreation activities. Activity specific aspects of clothing and equipment selection are addressed in activity-specific units. This unit incorporates the unit SROODR001A Apply basic outdoor recreation logistics, and this should be taken into consideration when planning to meet pre-and co-requisite requirements.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROODR004A  ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS
Descriptions: This unit covers the knowledge and skills required to assist in the planning, preparation and conduct of outdoor recreation sessions under direct supervision of a responsible person.

Nominal Hours: 15

Required Reading: -
Assessment: As per accredited curriculum

SROODR005A  GUIDE OUTDOOR RECREATION SESSIONS
Descriptions: This unit covers the knowledge and skills required to plan and conduct a non-instructional outdoor activity session for clients. The activity session would be within a context of limited supervision, within clearly defined contexts, eg, site-specific situations, with the guide or leader conducting activities on programs and performing other associated tasks, acting according to clearly defined Standard Operating Procedures and the organisation’s documented guidelines. Persons at this level may work as an assistant with a more experienced leader in potentially non-routine or more complex activities. Limited supervision includes working within clearly defined organisational procedures and policies with minimal on-site supervision, although restrictions may apply. Restrictions may be on the type of site, location or facility used, on the type of session conducted, on the number of clients, or on the conditions in which the session can be conducted, eg, environmental conditions, type of group.

Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SROOPS001B  IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES
Descriptions: This unit covers the knowledge and skills required to ensure that practices are implemented to achieve minimal environmental impact whilst participating in outdoor activities under supervision.

Nominal Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

SROOPS002B  PLAN FOR MINIMAL ENVIRONMENTAL IMPACT
Descriptions: This unit covers the knowledge and skills required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase.

Nominal Hours: 8
Assessment: As per accredited curriculum

SROOPS003B  APPLY WEATHER INFORMATION
Descriptions: This unit covers the knowledge and skills required to access and interpret meteorological data in order to plan outdoor activities.

Nominal Hours: 15
Assessment: As per accredited curriculum

SRSAFL001A  PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL
Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to undertake drills, activities and games to develop and perform the intermediate skills of Australian football.

Nominal Hours: 20
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL002A PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to participate in activities, games, discussions and other strategies to develop the intermediate tactics of Australian football.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL003A PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play Australian football.
Nominal Hours: 20
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL004A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental rules that are required to manage an Australian football match at a junior or beginner level.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL005A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise fundamental communication strategies required to umpire an Australian football game at a junior or beginner level.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSAFL006A PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to complete written reports and/or provide oral reports that are relevant to umpiring Australian football at a junior or beginner level and implement changes to improve the quality of umpiring based on formal and/or informal feedback provided by mentors and advisers.
Nominal Hours: 5
Required Reading: No text required.
Assessment: Assignment, presentation, case studies, research, written/practical assignments.

SRSAFL007A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING AUSTRALIAN FOOTBALL AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the fundamental positioning skills of the one umpire system required to manage an Australian football game at a junior or beginner level.
Nominal Hours: 5
Required Reading: No text required.
Assessment: Assignment, presentation, case studies, research, written/practical assignments.

SRSAFL010A INTERPRET AND APPLY THE RULES OF AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the rules that are required to manage an Australian football game at a local or district level.
Nominal Hours: 10
Required Reading: No text required.
Assessment: Assignment, presentation, case studies, research, written/practical assignments.

SRSAFL011A USE COMMUNICATION STRATEGIES TO UMPIRE AUSTRALIAN FOOTBALL AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise communication strategies required to manage an Australian football match at a local or district level.
Nominal Hours: 10
Required Reading: No text required.
SRSAFL013B TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate skills of Australian football.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSAATH001A TEACH AND/OR DEVELOP THE FUNDAMENTAL SKILLS OF ATHLETICS

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach and develop the fundamental skills of athletics.

Nominal Hours: 45

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSATH002A MANAGE AN ATHLETICS COMPETITION/EVENT AT A BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to manage an athletics competition/event at a beginner level.

Nominal Hours: 50

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Locations: Footscray Park, Industry.

Descriptions: Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.

Nominal Hours: 30

Required Reading: No required text

Assessment: Assessment may include Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Locations: Footscray Park, Industry.

Descriptions: Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete’s readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.

Nominal Hours: 15

Required Reading: No Required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Locations: Footscray Park, Industry.

Descriptions: Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.

Nominal Hours: 15

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Locations: Footscray Park, Industry.

Descriptions: Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.

Nominal Hours: 15

Required Reading: Nil

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP005A CUSTOMISE COACHING TO INCLUDE CHILDREN

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the customisation of teaching methods and coaching programs to meet the needs of children.

Nominal Hours: 35

Required Reading: No text book required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCGP007A CUSTOMISE COACHING TO INCLUDE ATHLETES WITH A DISABILITY

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the use of drills, activities and games to teach or develop intermediate skills of athletes with a disability.

Nominal Hours: 35

Required Reading: No text book required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.
SRSCGP008A  SELECT A TEAM OR GROUP
Prerequisites: SRSCGP001A - OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to utilise selection criteria and policies to make selection decisions on a team or group.
Nominal Hours: 15
Required Reading: This unit has no required text.
Assessment:

SRSCGP009A  WORK WITH OFFICIALS
Locations: Footscray Park, Industry.
Descriptions: Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP010A  PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES
Locations: Footscray Park, Industry.
Descriptions: Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.
Nominal Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP011A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY
Locations: Footscray Park, Industry.
Descriptions: Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP012A  SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE
Locations: Footscray Park, Industry.
Descriptions: Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP013A  MONITOR COACH WELFARE
Locations: Footscray Park, Industry.
Descriptions: Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP014A  IMPLEMENT RECOVERY PROGRAMS
Locations: Footscray Park, Industry.
Descriptions: Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.
Nominal Hours: 25
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP015A  ESTABLISH SELECTION POLICIES FOR ACTIVITIES
Locations: Footscray Park, Industry.
Descriptions: Develop criteria for the selection team or group selectors, team or group officials and team or group members; Determine the rights of individuals within the activity selection process; Develop policies for the appointment of team or group selectors, team or group officials and team or group members.
Nominal Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCGP016A  IMPLEMENT WATER-BASED TRAINING PROGRAMS
Locations: Footscray Park, Industry.
Descriptions: Develop water-based training programs appropriate to the athlete/s and activity; Implement water-based training programs; Evaluate the effect of water-based training programs on the performance of an athlete/s.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRSCGP017A IMPLEMENT A TALENT IDENTIFICATION PROGRAM
Locations: Footscray Park, Industry.
Descriptions: Determine physical, physiological and tactical requirements; Implement testing and evaluation of athlete/s to determine suitability; Device and implement talent development programs to introduce identified athlete/s; Counsel athlete/s regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.
Nominal Hours: 20
Required Reading:
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT001A PERFORM THE INTERMEDIATE SKILLS OF CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to undertake drills, activities and games to develop and perform the intermediate skills of cricket.
Nominal Hours: 20
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT003A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT A LOCAL OR DISTRICT LEVEL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the laws of cricket at a local or district competition level.
Nominal Hours: 25
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT004A PARTICIPATE IN CONDITIONING FOR CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play cricket.
Nominal Hours: 20
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT005A PERFORM THE ADVANCED SKILLS OF CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to participate in drills, activities and games to develop skills to play cricket at the advanced level.
Nominal Hours: 30
Required Reading: No text required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT006A INTERPRET AND APPLY THE LAWS OF CRICKET IN A COMPETITION GAME AT THE ADVANCED LEVEL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the laws of cricket in a game at the advanced competition level.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Assignment, presentation, case studies, research, written/practical assignments.

SRSCKT008A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of cricket.
Nominal Hours: 20
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCKT009A TEACH OR DEVELOP THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop intermediate tactics and/or strategies of cricket.
Nominal Hours: 20
Required Reading: No text required.
Assessment: Written and practical tests, workbooks, presentations and research.

SRSCKT012A TEACH OR DEVELOP THE ADVANCED SKILLS OF CRICKET
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop advanced skills of cricket.
Nominal Hours: 30
Required Reading: No text required.
Assessment: Assignment may include project, presentation, case studies, research, written/practical assignments.
FACULTY OF WORKFORCE DEVELOPMENT

SRSCKT013A  TEACH OR DEVELOP TACTICS AND STRATEGIES OF CRICKET AT THE ADVANCED LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop tactics and strategies to play cricket at the advanced level.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSCOP004B  DEVELOP NEGOTIATION SKILLS

Descriptions: Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.

Nominal Hours: 10

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP005B  DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS

Locations: Footscray Park, Industry.

Descriptions: Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.

Nominal Hours: 10

Required Reading: -

Assessment: The following methods will be used in assessing this unit: lecture notes and presentations.

SRSCOP006B  COMPLETE A TAX RETURN

Locations: Footscray Park, Industry.

Descriptions: Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.

Nominal Hours: 10

Required Reading: -

Assessment: The following methods will be used in assessing this unit: lecture notes and presentations.

SRSCOP012B  DEVELOP A TRAVEL AND ACCOMMODATION PLAN

Locations: Footscray Park, Industry.

Descriptions: Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.

Nominal Hours: 5

Required Reading: -

Assessment: The following methods will be used in assessing this unit: lecture notes and presentations.

SRSCOP015B  PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS

Locations: Footscray Park, Industry.

Descriptions: Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker’s presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.

Nominal Hours: 5

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP023B  DESIGN AN ATHLETE’S DIET

Locations: Footscray Park, Industry.

Descriptions: Collect information on the different dietary strategies for optimising an athlete’s body composition and sporting performance; Design a balanced diet that fulfils the training needs of an athlete; Design a diet for an athlete’s competition and recovery requirements.

Nominal Hours: 10

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSCOP024B  PREPARE FOR AN OVERSEAS SPORTING EVENT

Locations: Footscray Park, Industry.

Descriptions: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.

Nominal Hours: 5

Required Reading: -

Assessment: As per accredited curriculum

SRSMAR001A  DEVELOP KNOWLEDGE OF THE MARTIAL ARTS INDUSTRY


Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to access, increase and update the knowledge of a chosen martial arts discipline and martial arts industry, including the role of different industry sectors and key legislation. This knowledge underpins effective performance in all sectors and applies to all people working in the martial arts industry.

Nominal Hours: 15

Required Reading: This unit was approved on 20 August TCAP meeting.
School of Sport & Science

SRSMAR002A  COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY.


Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to collect fundamental information on the philosophy and structure of the martial arts industry, including martial arts and disciplines, in Australia and particularly in relation to planning a career path and the role of the coach/teacher.

Nominal Hours: 15
Required Reading: This unit has no required text.

SRSMAR003A  COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY


Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to collect fundamental information on the philosophy and foundations of the martial arts industry in Australia and particularly in relation to planning a career path and the role of the coach/teacher.

Nominal Hours: 15
Required Reading: This unit has no required text.

SRSMAR004A  TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS.


Descriptions: This unit covers the knowledge and skills to use drills, activities and games to teach or develop basic skills in a chosen martial art or discipline.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR005A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS.


Descriptions: This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills in a chosen martial art or discipline.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR008A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF TAEKWONDO.


Descriptions: This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of Taekwondo.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR012A  TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS.


Descriptions: This unit covers the knowledge and skills to use drills, activities and games to teach or develop advanced skills in a chosen martial art or discipline.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR013A  TEACH OR DEVELOP THE HIGH PERFORMANCE SKILLS OF MARTIAL ARTS


Descriptions: This unit covers the knowledge and skills to use drills, activities and games to teach or develop high performance skills in a chosen martial art or discipline.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR014A  PREPARE AND CUSTOMISE PLANNING FOR HIGH PERFORMANCE MARTIAL ARTS PARTICIPANT.


Descriptions: This unit covers the application of communication skills, information and resources required to prepare and customise a training program for a high performance participant in a martial art or discipline.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSMAR015A  DESIGN A LONG-TERM TRAINING PLAN FOR A HIGH PERFORMANCE MARTIAL ARTS PARTICIPANT.


Descriptions: This unit covers the knowledge and skills required to prepare a training program for a high performance participant in a martial art or discipline in accord with accepted practices of coaching.

Nominal Hours: 20
Required Reading: This unit has no required text.

SRSNTB001A  PERFORM THE INTERMEDIATE SKILLS OF NETBALL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to undertake drills, activities and games to develop and perform the intermediate skills of netball.

Nominal Hours: 30
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSNTB003A  PARTICIPATE IN CONDITIONING FOR NETBALL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop a basic understanding of fitness and conditioning programs to play netball.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 20
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSNTB004A  TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop fundamental skills of netball.
Nominal Hours: 20
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSNTB005A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental rules that are needed to manage a netball game at a beginner level.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSNTB006A  USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the skills and knowledge required to successfully utilise fundamental communication strategies needed to umpire a netball game at a beginner level.
Nominal Hours: 10
Required Reading: No text required
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSNTB007A  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRING NETBALL AT THE BEGINNER LEVEL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the fundamental positioning skills required to manage a netball game at a beginner level.
Nominal Hours: 10
Required Reading: No text required
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSNTB010A  TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF NETBALL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of netball.
Nominal Hours: 30
Required Reading: No text required
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSNTB011A  APPLY THE INTERMEDIATE TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to use activities, games, discussions and other strategies to teach or develop the intermediate tactics and strategies of netball.
Nominal Hours: 25
Required Reading: No text required
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSNTB012A  DEVELOP CONDITIONING PROGRAMS FOR NETBALL
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to develop fitness and conditioning programs for netball in a periodised, safe training program.
Nominal Hours: 25
Required Reading: No text required
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSOGP001A  OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK
Locations: Footscray Park, Industry.
Descriptions: Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.
Nominal Hours: 25
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP002A  APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS
Descriptions: Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.
Nominal Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP004A  APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Locations: Footscray Park, Industry.

Descriptions: Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.

Nominal Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP005A  RESOLVE CONFLICT RELATED TO OFFICIATING

Descriptions: Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP006A  DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Descriptions: Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP007A  EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Descriptions: Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.

Nominal Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP008A  MANAGE CONFLICT RELATED TO OFFICIATING

Descriptions: Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.

Nominal Hours: 15
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSOGP009A  PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Descriptions: Prepare a fitness and recovery program; implement and manage the training and recovery program; evaluate a fitness and recovery program.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC001B  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the fundamental laws that are required to referee a soccer game at a junior or beginner level.

Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC002B  USE BASIC COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise fundamental communication strategies required to referee a soccer game at a junior or beginner level.

Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC003B  PROVIDE REPORTS AND RECEIVE FEEDBACK RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to complete written reports and/or provide oral reports that are relevant to refereeing soccer at a junior or beginner level.

Nominal Hours: 5
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRSSOC004B  DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT JUNIOR OR BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to successfully demonstrate the fundamental positioning skills of refereeing required to manage a soccer game at a junior or beginner level.

Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSOC005B  INTERPRET AND APPLY THE FUNDAMENTAL LAWS OF SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to successfully interpret and apply the fundamental laws that are required to referee a soccer game at a local or district level.

Nominal Hours: 15
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSOC006B  USE COMMUNICATION STRATEGIES TO REFEREE SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully utilise communication strategies required to referee a soccer match at an local or district level.

Nominal Hours: 10
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSOC007B  DEMONSTRATE POSITIONING SKILLS RELEVANT TO REFEREEING SOCCER AT A LOCAL OR DISTRICT LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the positioning skills required to referee a soccer game at a local or district level.

Nominal Hours: 15
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPA008A  DEVELOP AND MAINTAIN VOLUNTEER PARTICIPATION

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to develop and maintain the participation and involvement of volunteers in sport clubs and/or organisations.

Nominal Hours: 20
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPA009A  DEVELOP PRACTICES TO CONDUCT EFFECTIVE CLUB MANAGEMENT

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills to develop practices to conduct effective club management.

Nominal Hours: 30
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSPT001A  IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID


Descriptions: This unit covers the application of sports first aid knowledge and skills to implement an effective injury prevention program, follow immediate injury management strategies in a sport setting in the absence of, and until the arrival of, a health care professional or paramedic. Personnel undertaking this unit would be providing sports first aid in a sport setting.

Nominal Hours: 20
Required Reading: Nil
Assessment:

SRSSPT002A  OPERATE IN ACCORD WITH THE ACCEPTED ROLES AND RESPONSIBILITIES OF A SPORTS TRAINER

Descriptions: Adhere to accepted safety and privacy practices; Develop positive relationships with health care professionals; Identify continuing professional development options; Create a non-judgmental environment; Appreciate ethical issues; Handle, maintain and store equipment; Store equipment.

Nominal Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSPT003A  IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Descriptions: Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies.
SRSSPT005A  CONDUCT BASIC WARM-UP, STRETCHING AND COOL-DOWN PROGRAMS

Descriptions: Define the scope of warm-ups and cool-downs; Implement warm-up program; Implement cool-down program; Conduct stretching programs.

Nominal Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSPT007A  TAPE ANKLE, THUMB AND FINGERS

Descriptions: Prepare for taping; Apply taping techniques; Remove tape; Implement self-care; Position for effective taping.

Nominal Hours: 30
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSPT010A  TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT


Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the application of taping and bracing techniques to the elbow/s, Achilles and/or AC joint/s to assist athletes in relation to ongoing injury prevention and post-injury support. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

Nominal Hours: 10
Required Reading: Nil

SRSSUR001A  TEACH AND DEVELOP THE BASIC SKILLS OF SURF LIFE SAVING

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and the skills to use drills, activities and games to teach or develop basic skills of surf life saving.

Nominal Hours: 25
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR002A  INTERPRET AND APPLY THE FUNDAMENTAL RULES OF SURF LIFE SAVING AT A BEGINNER LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skill required to successfully interpret the fundamental rules that are required to conduct a surf life saving event at an introductory level.

Nominal Hours: 25
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSUR004A  ASSIST IN THE PREVENTION OF EMERGENCIES IN SURF LIFE SAVING COMPETITIONS

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the introductory skills involved with the prevention of emergencies in surf life saving competition.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSUR006A  TEACH AND DEVELOP THE INTERMEDIATE SKILLS OF SURF LIFE SAVING

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully demonstrate the intermediate skills involved with the prevention of emergencies in surf life saving competition.

Nominal Hours: 20
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSUR007A  INTERPRET AND APPLY THE RULES OF SURF LIFE SAVING AT AN INTERMEDIATE LEVEL

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to successfully interpret and apply the rules that are required to manage a surf life saving event or carnival at an intermediate level.

Nominal Hours: 25
Required Reading: No text required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSSWM001A  APPLY THE PRINCIPLES OF MOVEMENT IN WATER

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to apply the principles of movement in water to enable participants to achieve efficient swimming movements.

Nominal Hours: 25
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRSSWM002A OPERATE IN ACCORD WITH ACCEPTED AQUATICS INDUSTRY HEALTH AND SAFETY PRACTICES

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to analyse the principles of aquatic health and safety and their application to the aquatic teaching/coaching environment.

Nominal Hours: 20

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM003A OPERATE IN ACCORD WITH THE LEGAL RESPONSIBILITIES AND RISK MANAGEMENT PRINCIPLES OF THE AQUATICS INDUSTRY

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to describe the principles of aquatic law and risk management, and their application to the aquatic teaching/coaching environment.

Nominal Hours: 25

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM005A TEACH OR DEVELOP THE COMPETITIVE STROKES OF SWIMMING

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Training Packages. This unit covers the knowledge and skills required to use drills, activities and games to teach or develop competitive swimming strokes, starts, turns and finishes.

Nominal Hours: 35

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRSSWM006A PLAN AND PREPARE A PROGRAM FOR A COMPETITIVE SWIMMER

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Sport Industry Training Package. This unit covers the knowledge and skills required to plan and prepare a training program for a competitive swimmer in accord with accepted practices of coaching.

Nominal Hours: 35

Required Reading: No text required.

Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRSTNS001A ASSIST IN CONDUCTING SAFE TENNIS ACTIVITIES FOR BEGINNER PLAYERS

Locations: Footscray Park, Industry.

Descriptions: This unit provides coaches with the knowledge and skills required to assist in conducting basic, safe enjoyable tennis-specific activities for beginner players.

Nominal Hours: 10

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Descriptions: Assist in preparing participants; Help participants gain skills, techniques and knowledge; Assist in supervising participants; Assist preparing participants to end the session; Assist in the evaluation of the session

Nominal Hours: 8

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI003B PROVIDE EQUIPMENT FOR ACTIVITIES

Locations: Footscray Park, Industry.

Descriptions: Issue equipment to the participant; Set up equipment; Take down equipment; Check in equipment; Store equipment

Nominal Hours: 7

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Descriptions: Collect information to plan a session or program; Produce a session or program plan; Resource a session.

Nominal Hours: 8

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Locations: Footscray Park, Industry.

Descriptions: Maintain participant’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.

Nominal Hours: 8

Required Reading: No required text

Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXCAI005B  ORGANISE A SPORT AND RECREATION PROGRAM

Descriptions: Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI007B  CONDUCT A SPORT AND RECREATION PROGRAM

Descriptions: Coordinate resources; Conduct a program and monitor participant’s condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI008B  PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI004B - PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Descriptions: Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/ performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/ instructors of participants; Develop selection procedures.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI009B  CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI005B - CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Descriptions: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/ performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI010B  EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Prerequisites: SRXCAI004B - PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Descriptions: Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI011B  PLAN AND PREPARE FOR PARTICIPANTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION

Locations: Footscray Park, Industry.

Descriptions: Identify and evaluate the current demands of high level participation in the activity; Directly assess participants’ ability to meet the demands of high level participation; Assess participant’s ability to meet the demands of high level participation using other experts; Provide reports on assessments of participants; Identify performance objectives; Prioritise performance objectives; Promote and encourage commitment to enable clients to achieve performance objectives; Plan a participation program for participants

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXCAI012B  CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Locations: Footscray Park, Industry.

Descriptions: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage performance situations during the program; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXEME002A  PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Locations: Footscray Park, Industry.

Descriptions: This unit covers the knowledge and skills to deal with, or participate in the control of, emergencies which are not initially or potentially life threatening.

Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXEMR001A  RESPOND TO EMERGENCY SITUATIONS
Locations: Footscray Park, Industry.
Descriptions: This unit covers the knowledge and skills to recognise potential risks and emergency situations and take action, within own area of responsibility and ability.
Nominal Hours: 18
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXEMR002A  COORDINATE EMERGENCY RESPONSE
Descriptions: This unit covers the knowledge and skills to coordinate a response to an emergency situation, in accordance with an organisation’s policies and procedures.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXEVT001B  CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE
Descriptions: Plan registration process; Prepare for registration; Set-up registration area; Process registrations; Finalise registrations and produce materials
Nominal Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXEVT002B  ORGANISE MEETING/EVENT AND PROVIDE ON-SITE MEETING/EVENT MANAGEMENT SERVICES
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit deals with the skills and knowledge required to organise meetings/events and manage the actual preparation, set up and operation of a meeting or event within a sport and recreation organisation.
Nominal Hours: 12
Required Reading: No text book required.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC001B  MAINTAIN EQUIPMENT OF ACTIVITIES
Locations: Footscray Park, Industry, Other.
Descriptions: This unit covers the core skills and knowledge to undertake routine maintenance and minor repairs on sport and recreation equipment.
Nominal Hours: 5
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC002B  MAINTAIN SPORT AND RECREATIONAL FACILITIES
Locations: Footscray Park, Industry.
Descriptions: Maintain sport and recreational facilities.
Nominal Hours: 7
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAC004B  PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES
Locations: Footscray Park, Industry.
Descriptions: This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages. This unit deals with the knowledge and skills to determine the services required by clients and to plan, implement and evaluate the services, from a facility management perspective.
Nominal Hours: 15
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, written/practical assignments.

SRXFAC005B  COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE
Locations: Footscray Park, Industry.
Descriptions: This unit deals with the knowledge and skills to coordinate equipment selection, use and maintenance and to produce maintenance plans for a facility. It does not include specialist skills but focuses on the need for mainstream managers to pro-actively plan for and manage the acquisition and maintenance of physical assets.
Nominal Hours: 15
Required Reading: Not required
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXFAC006B  MANAGE AND CONTROL STOCK SUPPLY AND PURCHASE
Locations: Footscray Park, Industry.
Descriptions: This unit deals with the knowledge and skill required to establish stock control and stock purchasing systems within a sport and recreation facility or context.
Nominal Hours: 20
Required Reading: Not required
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXFAD001A  PROVIDE FIRST AID
Locations: Footscray Park, Industry.
Descriptions: Assess the situation; Apply basic first aid techniques; Communicate details of the incident.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE
Descriptions: This unit deals with the provision of advanced first aid response, life support, management of casualty(ies), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.
Nominal Hours: 20
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXFAD004A COORDINATE AND IMPLEMENT FIRST AID TRAINING
Descriptions: Coordinate and implement first aid training.
Nominal Hours: 10
Required Reading: This unit has no required text.
Assessment: 

SRXGCS006A ADDRESS CLIENT NEEDS
Locations: Footscray Park, Industry.
Descriptions: This unit involves the skills and knowledge of managing ongoing relationships with a client. Such relationships are of a more complex nature where the worker needs to explore with the client. Such relationships are of a more complex nature where the worker needs to explore with the client what outcomes are possible and may best promote satisfaction. It also requires the worker to familiar with a product/service that carries widely and is capable of significant customisation. The nature of the service/product delivery needs to be explored/negotiated with the client.
Nominal Hours: 10
Required Reading: 
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCS001A CREATE A CLIENT RELATIONSHIP
Locations: Footscray Park, Industry.
Descriptions: Establish contact with clients; Present a positive organisational image
Nominal Hours: 10
Required Reading: No required text
Assessment: As per accredited curriculum

SRXGCS002A DEAL WITH CLIENT FEEDBACK
Locations: Footscray Park, Industry.
Descriptions: Handle client feedback; Record client feedback.
Nominal Hours: 10
Required Reading: No Required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS
Locations: Footscray Park, Industry.
Descriptions: This unit involves the skills and knowledge of understanding, clarifying and meeting client needs and expectations in a single encounter or multiple encounters, on a one-to-one basis with a client.
Nominal Hours: 20
Required Reading: Not Required
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXGCS006A ADDRESS CLIENT NEEDS
Locations: Footscray Park, Industry.
Descriptions: Assist client to articulate needs; Satisfy complex client needs.
Nominal Hours: 10
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS
Locations: Footscray Park, Industry.
Descriptions: Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.
Nominal Hours: 20
Required Reading: 
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGCT03A PROCESS CLIENT COMPLAINTS
Locations: Footscray Park, Industry.
Descriptions: This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required.
Nominal Hours: 20
Required Reading: Not required
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

SRXGCT05A COORDINATE CLIENT SERVICE ACTIVITIES
Locations: Footscray Park, Industry.
Descriptions: Contribute to quality client standards; Implement client services systems.
Nominal Hours: 20
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXGR0001A FACILITATE A GROUP
Locations: Footscray Park, Industry.
Descriptions: Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.
Nominal Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGR0002A DEAL WITH CONFLICT
Locations: Footscray Park, Industry.
Descriptions: Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Nominal Hours: 10
Required Reading: No required reading.
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXGR0003A PROVIDE LEADERSHIP TO GROUPS
Locations: Footscray Park, Industry.
Descriptions: Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision-making; Demonstrate appropriate leadership styles.
Nominal Hours: 18
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXHRM001B MANAGE VOLUNTEERS
Locations: Footscray Park, Industry.
Descriptions: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.
Nominal Hours: 20
Required Reading: No text required
Assessment: As per accredited curriculum and may include assignment, presentations and case studies.

SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY
Descriptions: Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.
Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXINU002A APPLY SPORT AND RECREATION LAW
Locations: Footscray Park, Industry.
Descriptions: This unit covers competencies required in identifying and applying laws which are relevant to the sport and recreation industry with application in the workplace.
Nominal Hours: 10
Required Reading: No required text
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY
Locations: Footscray Park, Industry.
Descriptions: Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.
Nominal Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES
Locations: Footscray Park, Industry.
Descriptions: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Nominal Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE
Locations: Footscray Park, Industry.
Descriptions: Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.
Nominal Hours: 35
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.
SRXINU006A  **FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY**

**Locations:** Footscray Park, Industry.

**Descriptions:** Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.

**Nominal Hours:** 25

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

SRXINU007A  **MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**

**Locations:** Footscray Park, Industry.

**Descriptions:** Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; Monitor and manage trends in evolving patterns of work.

**Nominal Hours:** 15

**Required Reading:** -

---

SRXINU009A  **APPLY AN UNDERSTANDING OF PSYCHOLOGY TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE**

**Locations:** Footscray Park, Industry, On-line.

**Descriptions:** Analyse the psychology of leisure and recreation.

**Nominal Hours:** 15

**Required Reading:** This unit has no required text.

---

SRXINU010A  **APPLY AN UNDERSTANDING OF SOCIOLOGY TO EXPAND PARTICIPATION IN LEISURE AND RECREATION SERVICE.**

**Locations:** Footscray Park, Industry, On-line.

**Descriptions:** Apply an understanding of sociology to expand participation in a leisure and recreation service.

**Nominal Hours:** 15

**Required Reading:** This unit has no required text.

---

SRXINU011A  **ANALYSE THE ECONOMIC CONCEPTS OF LEISURE AND RECREATION.**

**Locations:** Footscray Park, Industry, On-line.

**Descriptions:** Analyse the economic concepts of leisure and recreation.

**Nominal Hours:** 15

**Required Reading:** This unit has no required text.

---

SRXOGN001A  **CONDUCT PROJECTS**

**Locations:** Footscray Park, Industry.

**Descriptions:** Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.

**Nominal Hours:** 15

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

SRXOGN002A  **MANAGE PROJECTS**

**Locations:** Footscray Park, Industry.

**Descriptions:** Plan project; Administer and monitor project; Evaluate project.

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research.

---

SRXOHS001B  **FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES**

**Locations:** Footscray Park, Industry.

**Descriptions:** Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

**Nominal Hours:** 10

**Required Reading:** No required text

**Assessment:** Assessment includes Projects, written and practical assessment

---

SRXOHS002B  **IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS**

**Locations:** Footscray Park, Industry.

**Descriptions:** Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for providing occupational health and safety training; Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.

**Nominal Hours:** 12

**Required Reading:** -

**Assessment:** As per accredited curriculum

---

SRXOHS003B  **ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM**

**Locations:** Footscray Park, Industry.

**Descriptions:** Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain...
participative arrangements for the management of occupational health and safety; 
Establish and maintain procedures for identifying hazards; Establish and maintain 
procedures for assessing risks; Establish and maintain procedures for controlling risks; 
Establish and maintain organisational procedures for dealing with hazardous events; 
Establish and maintain occupational health and safety training program; Establish 
and maintain a system for occupational health and safety records; Evaluate the 
organisation's occupational health and safety system and related policies, procedures 
and programs.

Nominal Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXRES001B  EDUCATE THE PUBLIC ON THE SAFE USE OF SPORT AND RECREATIONAL RESOURCE**

Descriptions: This unit covers the knowledge and skills to identify problems in relation 
to safe usage of a resource and to contribute to the development and presentation of 
information to the public to address the problems.

Nominal Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXRES003B  CONTRIBUTE TO THE PLANNING, MONITORING AND CONTROL OF RESOURCES**

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Community Recreation, Fitness, 
Outdoor Recreation and Sport Industry Training Packages. This unit encompasses 
competencies required for the identification of resource requirements and usage 
trends, organisation of maintenance programs, and development of recommendations 
re the use and improvement of resources.

Nominal Hours: 8
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, 
written/practical assignments.

**SRXRES004B  MINIMISE WASTE AND POLLUTION AND THEIR ENVIRONMENTAL IMPACT**

Locations: Footscray Park, Industry.

Descriptions: This unit has been developed for the Community Recreation, Fitness, 
Outdoor Recreation and Sport Industry Training Packages. This unit covers the 
knowledge and skills to identify sources of waste and pollution, assess their impact 
and develop appropriate strategies to manage and minimise their environmental 
impact.

Nominal Hours: 8
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, 
written/practical assignments.

**SRXRRIK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES**

Locations: Footscray Park, Industry.

Descriptions: Establish the context of the risk analysis; Identify risks associated 
with an activity; Conduct risk analysis of an activity; Undertake risk assessment 
of an activity; Treat risks associated with an activity; Monitor and review the risk 
management for an activity.

Nominal Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**SRXRRIK002A  MANAGE AN ORGANISATION’S RISK**

Locations: Footscray Park, Industry.

Descriptions: Determine the organisation’s risk management context; Identify 
organisational risks; Conduct an analysis of organisational risks; Undertake 
assessment of organisational risk; Treat organisational risks; Implement the 
organisation’s risk management program; Monitor and evaluate the risk management 
program.

Nominal Hours: 40
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

**THHGCS05B  ORGANISE IN-HOUSE FUNCTIONS**

Locations: Footscray Park, Industry.

Descriptions: This unit deals with the skills and knowledge required to organise 
functions from the perspective of functions co-coordinator operating within a venue. 
The skills required by independent event organisers are covered in other units.

Nominal Hours: 40
Required Reading: No text book required.
Assessment: Assessment may include project, presentation, case studies, research, 
written/practical assignments.

**THTPPD05B  PLAN AND DEVELOP INTERPRETIVE ACTIVITIES**

Descriptions: Skills and knowledge required to plan and develop interpretive 
activities for different customer groups. Developing activities within tour operations, 
attractions/theme parks and national parks.

Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

**VBP034  PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY**

Descriptions: This unit builds on an understanding of physical science concepts 
relevant to the food industry. It deals with common units of measurement, formulae 
and related investigative and mathematical skills.

Nominal Hours: 70
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.
VBP035  PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY

Descriptions: This unit provides an introduction to food microbiology. It covers the skills and knowledge required to perform generic microbiological laboratory techniques.

Nominal Hours: 80
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP051  IDENTIFY SENSORY ANALYSIS FUNDAMENTALS

Descriptions: This unit covers the skills and knowledge required to identify sensory evaluation techniques and to use appropriate terminology when describing the organoleptic properties of food.

Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP052  APPLY BASIC PRINCIPLES OF PROCESS CONTROL

Descriptions: This unit covers the skills and knowledge required to apply various types of process control and control mechanisms available to production processes.

Nominal Hours: 40
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP057  PROCESS FRUIT AND VEGETABLES

Descriptions: This unit covers the skills and knowledge required to apply the principles and concepts behind fruit and vegetable processing including preparation and stabilising shelf life.

Nominal Hours: 20
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP059  PROCESS AND HANDLE POULTRY AND EGG PRODUCTS

Descriptions: This unit provides the basic principles of poultry processing and manufacture of egg products. It covers the skills and knowledge required to identify poultry and processing and egg products manufacturing techniques.

Nominal Hours: 20
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP060  MANUFACTURE EDIBLE FATS AND OIL PRODUCTS

Descriptions: This unit covers the skills and knowledge required to provide basic principles of edible fats and oils processing.

Nominal Hours: 20
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP061  APPLY CONFECTIONERY TECHNOLOGY

Descriptions: This unit covers the skills and knowledge required to identify the principles and concepts behind sugar, its use as food and various processes associated with sugar product manufacture.

Nominal Hours: 20
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP062  MANUFACTURE BEVERAGES PRODUCTS

Descriptions: This unit covers the skills and knowledge required to identify the principles and concepts behind beverages, their use as food, and various processes associated with beverage products manufacture.

Nominal Hours: 20
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP063  MANUFACTURE CEREAL PRODUCTS

Descriptions: This unit covers the skills and knowledge required to identify the principles and concepts behind cereals, their use as food and various processes associated with cereal product manufacture.

Nominal Hours: 20
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP067  PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY

Descriptions: This unit gives you the knowledge and skills to perform microbiological tests in the food industry.

Nominal Hours: 50
Required Reading: -
Assessment: Competency based

VBP068  INTERPRET SAMPLING PLANS

Descriptions: This unit gives you the knowledge to interpret sampling plans.

Nominal Hours: 20
Assessment: This is assessed as practicals 50% and Test 50%.

VBP069  PERFORM STATISTICAL PROCESS CONTROL

Descriptions: This unit gives understanding on performing statistical process control.

Nominal Hours: 20
Assessment: Test

VBP070  APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY

Descriptions: This unit gives knowledge and understanding on applying statistics in the food industry.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
VBP072  ANALYSE FOOD PACKAGING REQUIREMENTS
Descriptions: Units cover the skills and knowledge required to determine the application of the variety of packaging materials
Nominal Hours: 20
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP073  DEMONSTRATE QUALITY MANAGEMENT PRACTICES
Descriptions: This unit covers the skills and knowledge required to resolve workplace problems through the application of quality systems.
Nominal Hours: 30
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP074  IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD
Descriptions: Units cover the skills and knowledge required to use and handle biologically and industrially important biochemical substances.
Nominal Hours: 60
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP079  PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT
Descriptions: This unit covers the skill and knowledge required to determine the feasibility of a food product concept and development of concepts to the stage where objective judgments can be made regarding viability.
Nominal Hours: 120
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP086  PRODUCE FROZEN DAIRY PRODUCTS
Descriptions: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of frozen milk and related products
Nominal Hours: 40
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP087  PRODUCE MILK FAT PRODUCTS
Descriptions: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of milk fat products
Nominal Hours: 40
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP088  PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM
Descriptions: Units cover the skills and knowledge required to co-ordinate the preparation and production of milk and related products manufactured by the membrane system.
Nominal Hours: 40
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP096  PLAN AND CONDUCT A RESEARCH PROJECT IN FOOD ANALYSIS
Descriptions:
Nominal Hours: 25

VBQM542  COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT
Descriptions: To provide the learners with the opportunity to develop an understanding of the philosophical basis of career education and its application when dealing with high performers. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers. Learners will develop an understanding of the counselling foundations to apply when exploring the various elements of the career and education field, as well as the necessary skills required to conduct a high performer’s assessment.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

VBQM543  CAREER PLANNING FOR HIGH PERFORMERS
Descriptions: To provide the learners with the knowledge and skills required to apply a range of career planning techniques and theories. High performers refers to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

VBQM544  THE ELITE PERFORMANCE SPORT ENVIRONMENT
Descriptions: To provide the learners with the broad-based knowledge and skills required to understand the elite performance environment in the sports sector. Learners will be required to examine and report on a range of support bodies as well as describe the requirements for elite performers involvement in these organisations.
Nominal Hours: 50
Required Reading: -
Assessment: As per accredited curriculum
VPAM085 WAVES AND OPTICS

Descriptions: To provide the learner with knowledge of wave theory and the laws of optics.

Nominal Hours: 40

Required Reading: -

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to explain the differences between transverse and longitudinal wave types, including the motion of individual particles, and how to identify when two particles in a wave are in phase, explain the applications of the major bands of the electromagnetic spectrum, determine the path of a light ray, describe the formation of images by mirrors and lenses. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM086 KINEMATICS

Descriptions: The purpose of this module is to provide the learner with the knowledge and skills to describe the motion of an object.

Nominal Hours: 40

Required Reading: -

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to use kinematics terms to explain linear motion, explain the linear motion of an object, draw and interpret kinematics graphs, define vector and scalar quantities and calculate the displacement and velocity of an object in two dimensions. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM087 CELL BIOLOGY

Descriptions: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.

Nominal Hours: 30

Required Reading: -

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of Cell Theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be, oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAM088 ANATOMY AND PHYSIOLOGY

Descriptions: To provide students with the knowledge and skills to be able to identify and describe the physiological functions of the major anatomical features of selected body systems and to investigate diseases and treatments.

Nominal Hours: 30

Required Reading: -

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner can identify and describe the physiological functions of the major anatomical features of a minimum of three selected body systems and can investigate diseases and treatments of common diseases. The anticipated methods of assessment will be oral and written questioning, oral presentation, written report.
VPAM089 CHEMICAL REACTIONS

Descriptions: The purpose of this module is to provide learners with basic knowledge of chemical reactions so that they can explain acid-base and redox theory.

Nominal Hours: 45

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to explain ionic equations and reactions involving ions in solution, use current theories to explain acid-base behaviour, understand the pH scale, use titration results to complete concentration problems, write ionic equations to represent redox reactions, explain operation and uses of galvanic and electrolytic cells, explain the corrosion of steel and its prevention in terms of redox theory. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM090 INTRODUCTORY GENETICS

Descriptions: The purpose of this module is to provide learners with knowledge of the key elements of genetically-related phenomena including DNA structure, function and replication; chromosomes; and genes.

Nominal Hours: 40

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of key aspects of genetics, is able to use appropriate scientific terminology to describe and present information on genetic processes, laws of inheritance, mutations and is able to present and discuss issues related to genetic engineering. Evidence requirements include the presentation of information in diagrammatic form as well as verbally and in writing. The anticipated methods of assessment will be oral and written questioning, direct observation of verbal presentation/PowerPoint presentations, review and analysis of logbook of practical work/investigation/research activities, direct observation of practical work and/or demonstrations.

VPAM091 ECOLOGY

Descriptions: The purpose of this module is to provide learners with knowledge of the environment.

Nominal Hours: 30

Required Reading:

Assessment: The anticipated methods of assessment will be research assignment, practical demonstration, oral presentation, written assessment.

VPAU072 CONDUCT AND PRESENT SIMPLE SCIENTIFIC RESEARCH

Descriptions: The purpose of this unit is to provide learners with the knowledge and skills to undertake, analyse, and report on simple scientific experiments and investigations.

Nominal Hours: 20

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to perform a simple scientific (chemistry, physics or biology) experiment, record and analyse the results of the experiment, undertake a simple investigation of the impact of a scientific issue on society the environment or an individual, record and analyse the results of the investigation and present findings using appropriate scientific terminology.

VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS

Descriptions: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.

Nominal Hours: 110

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems, demonstrate estimating skills to check calculations and reasonableness of outcomes and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing. The anticipated methods of assessment will be, diagrams and models created by the learner, practical demonstration, records of teacher observations of learner’s activities, discussions and practical tasks, self-assessment sheets and online responses, written and verbal reports of investigations and problem-solving activities.

VPAU074 CONDUCT ROUTINE ELECTRICAL TESTS

Descriptions: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.

Nominal Hours: 40

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has knowledge of Cell Theory, is able to use appropriate scientific terminology to describe and explain eukaryotic cells, cellular processes and the various stages of cellular reproduction. The anticipated methods of assessment will be oral and written questioning, oral presentation using diagrams and other visual aids, review and analysis of written reports.

VPAU075 CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY

Descriptions: This unit covers the knowledge and skills required to conduct simple activities in a biological science laboratory. It involves performing basic microscopy tasks, including specimen preparation, staining and scientific sketching.

Nominal Hours: 10

Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to consistently safely and correctly operate monocular and stereo microscopes, produce correctly labelled and accurate scientific diagrams of slide specimens, prepare and stain plant and animal tissue specimens for microscopic examination according to demonstrated techniques. The anticipated methods of assessment will be: oral and written questioning-Oral presentation-Practical demonstration-Research assignment-Written report.

VPAU076 CONDUCT SIMPLE DISSECTIONS

Descriptions: This unit covers the knowledge and skills to conduct simple dissections using material from available mammalian body systems.

Nominal Hours: 10
Required Reading:

Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to prepare for and perform a simple dissection safely, and record observations. The anticipated methods of assessment will be oral and written questioning, practical demonstration, log book of practical work.

VPAU077  APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS

Descriptions: The purpose of this unit is to provide learners with knowledge and skills related to basic statistics, functions and their graphs, trigonometric graphs, exponents and logarithms and introductory calculus.

Nominal Hours: 50

Assessment:

VPAU668  PERFORM MICROCHIP IMPLANTATION PROCEDURES ON CATS AND DOGS


Descriptions: This unit relates to the skills and knowledge required to competently and aseptically perform microchip implantation procedures on cats and dogs, with minimum discomfort to the animal, for identification and traceability purposes. The Domestic (Feral and Nuisance) Animals Act 1994 and the Domestic (Feral and Nuisance) Animals Regulations 2005 regulate the microchipping of dogs and cats.

Nominal Hours: 16

Required Reading: None required

Assessment: Written, practical (including a log of having implanted 15 microchips correctly, under supervision), verbal questioning.
School of Health

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

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

Certificate III in Aged Care
Course Code: CHC30208

About this course: This qualification is for students wishing to work with aged people in the community. This could be in residential care or community care settings. This course will train and qualify people to carry out activities to maintain personal care and/or other activities of living for people in an aged care setting.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Aged Care Sector. Students will gain sound theoretical and work based placement in an aged care service. This will enable students to be work ready and apply their training across a variety of aged care environments.

Careers: The career outcomes for people who complete this qualification are primarily in residential Aged Care Facilities. The job titles may include, accommodation support worker, personal care worker, aged care worker and support worker.

Course Duration: 0.5 years

Selection Processes: Direct Entry Interview Written Application

Prerequisite Unit Requirements: There are no prerequisites for this course. The applicant must attend an information and interview session. The interview session involves a written and verbal interview before being considered for entry into the course.

Course Structure: 14 units must be achieved for this qualification including 10 compulsory units and 4 electives. A wide range of elective units may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other Training Packages. Compulsory (core) units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC317A</td>
<td>SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC318A</td>
<td>WORK EFFECTIVELY WITH OLDER PEOPLE</td>
<td>30</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA</td>
<td>55</td>
</tr>
<tr>
<td>CHCCS411A</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHICCS301A</td>
<td>PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS</td>
<td>50</td>
</tr>
<tr>
<td>CHICCS302A</td>
<td>PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS</td>
<td>15</td>
</tr>
<tr>
<td>CHICCS303A</td>
<td>SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING</td>
<td>30</td>
</tr>
<tr>
<td>CHICHS312A</td>
<td>FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK</td>
<td>30</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>DELIVER CARE SERVICES USING A PALLIATIVE APPROACH</td>
<td>55</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC316B</td>
<td>PROVIDE FOOD SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS400A</td>
<td>WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>CHCCS305A</td>
<td>ASSIST CLIENTS WITH MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>MAINTAIN AN ENVIRONMENT TO EMPower PEOPLE WITH DISABILITIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCMH301A</td>
<td>WORK EFFECTIVELY IN MENTAL HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>HLTIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF408C</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
</tbody>
</table>

Certificate III in Home and Community Care
Course Code: CHC30308

About this course: This qualification is for people wishing to work with people in their homes and other community settings. This course is for those who want to work with people across a range of ages and disabilities. Once qualified your job role will involve carrying out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Home and Community care sector. Students will gain sound theoretical and work based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: This qualification’s career outcome is for work in the Home and Community Care Sector with services who provide care for clients in their own homes and other community settings. The role involves activities to maintain personal care and/or other activities of daily living. The job roles may include, care assistant, community care worker, support worker and in-home respite worker.

Course Duration: 0.5 years

Admission Requirements: Year 12: Not applicable

Admission Requirements International: Not applicable

Admission Requirements Mature Age: Direct Application Employer Choice

Admission Requirements VET: Not applicable

Admission Requirements Other: Direct Application Employer Choice

Selection Processes: Direct Entry Interview Written Application Written Test

Prerequisite Unit Requirements: There are no prerequisites for this course. Selection into the course is based attending an information and interview session. A written and oral interview is required to be considered for this course.

Course Structure: 14 units must be selected for this qualification including 10 compulsory and 4 elective units. A wide range of elective units available may include: Relevant grouped electives listed in purchasing guide to facilitated selection, units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other Training Packages. Core Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC318A</td>
<td>WORK EFFECTIVELY WITH OLDER PEOPLE</td>
<td>30</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA</td>
<td>55</td>
</tr>
<tr>
<td>CHCCS411A</td>
<td>WORK EFFECTIVELY IN THE COMMUNITY SECTOR</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCMH301A</td>
<td>WORK EFFECTIVELY IN MENTAL HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>HLTIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF408C</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS305A</td>
<td>ASSIST CLIENTS WITH MEDICATION</td>
<td>40</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>MAINTAIN AN ENVIRONMENT TO EMPower PEOPLE WITH DISABILITIES</td>
<td>90</td>
</tr>
<tr>
<td>CHCMH301A</td>
<td>WORK EFFECTIVELY IN MENTAL HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>HLTIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF408C</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
</tbody>
</table>
CERTIFICATE IV IN AGED CARE
Course Code: CHC40108


About this course: This course is designed for students who have completed their Certificate III in Aged Care Work and would like to expand their skills working in the Aged and Community Care Sector.

Course Objectives: The objectives of this qualification are to deliver quality training to students to enable them to work in the Aged Care sector. The qualification entitles students to work in complex care settings and in a supervisory capacity. Students will gain sound theoretical and work based placement in aged and community settings. This will prepare students to be work ready and apply their training across a variety of aged and community settings.

Careers: The career outcomes of this course are primarily within the Aged Care and Community Care sector across a range of working environments. The role includes duties associated with caring for people with complex needs and/or work in a supervisory capacity. Job titles include, care supervisor, care team leader, hostel supervisor, program coordinator.

Course Duration: 1 year

Admission Requirements Year 12: Direct written application

Admission Requirements International: not applicable

Admission Requirements Mature Age: Direct written application, work experience, employer choice.

CHC5301A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS
CHC5302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS
CHC5304A WORK EFFECTIVELY WITH CARERS
CHC5312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK

And one of the following units:
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
HLTHIR404B WORK EFFECTIVELY WITHaboriginal AND OR TORRES STRAIT ISLANDER PEOPLE

Elective Units
CHCAC316B PROVIDE FOOD SERVICES
CHCC5400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
HLFA301B APPLY FIRST AID
CHCC5305A ASSIST CLIENTS WITH MEDICATION
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
HLTA401A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS
HLTCS3037B CARE FOR THE HOME ENVIRONMENT OF CLIENTS

Admission Requirements VET: not applicable
Selection Processes: Direct Entry Employer Choice Interview Written Application

Prerequisite Unit Requirements: To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units from CHC30208 Certificate III in Aged Care (or equivalent). These units are, CHC3318A Work effectively with older people CHC3319A Provide support to people living with dementia CHC3411A Work effectively in the community sector CHC3303A Support individual health and emotional well being CHC3301B Deliver care services using a palliative approach HLTAP301A Recognise healthy body systems in a health care context

Course Structure 15 units must be selected for this qualification including 11 compulsory units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Health. Care compulsory units

CHCAC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS
CHCAC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA
CHCAC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS
CHCAD401D ADVOCATE FOR CLIENTS
CHCC5400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
CHC53401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS
CHC53402A FACILITATE INDIVIDUALISED PLANS
CHCINF403C COORDINATE INFORMATION SYSTEMS
CHCNET404A FACILITATE LINKS WITH OTHER SERVICES
CHCORG406A SUPERVISE WORK
CHCDIS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS
CHCCS305A ASSIST CLIENTS WITH MEDICATION
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH
CHCMH402A APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
HLTHIR404B WORK EFFECTIVELY WITHaboriginal AND OR TORRES STRAIT ISLANDER PEOPLE
HLFA301B APPLY FIRST AID
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
CHC5301A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS
CHC5302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS
CHC5304A WORK EFFECTIVELY WITH CARERS
CHC5312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK

CHCC5305A ASSIST CLIENTS WITH MEDICATION
CHCDIS303A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS
CHCMH402A APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES
CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
HLTHIR404B WORK EFFECTIVELY WITHaboriginal AND OR TORRES STRAIT ISLANDER PEOPLE
HLFA301B APPLY FIRST AID
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES
CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
CERTIFICATE IV IN HOME AND COMMUNITY CARE
Course Code: CHC40208


About this course: This course is designed for those who wish to work in clients' homes or community settings. The course will prepare students to work with clients who have complex needs, work with other health professionals and supervise or coordinate a limited number of other workers.

Course Objectives: The objectives of this qualification are to deliver quality training to students to enable them to work in the Home and Community Care sector at a level which includes some complex care settings and/or supervisory roles. Students will gain sound theoretical and work based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: The career outcomes of this course are primarily within the Home and Community Care sector across a range of working environments. They may be required to carry out duties associated with caring for people with complex needs and/or work in supervisory roles. Job titles include assistant coordinator, assistant team leader, service coordinator and transport coordinator.

Course Duration: 1 year
Admission Requirements Year 12: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units: CHCAC418A Work effectively with older people CHCDIS301A Work effectively with people with a disability CHCICS304A Work effectively with carers

Admission Requirements International: Not applicable
Admission Requirements Mature Age: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units: CHCAC418A Work effectively with older people CHCDIS301A Work effectively with people with a disability CHCICS304A Work effectively with carers

Admission Requirements VET: Not applicable
Admission Requirements Other: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units: CHCAC418A Work effectively with older people CHCDIS301A Work effectively with people with a disability CHCICS304A Work effectively with carers

Selection Processes: Direct Entry Interview Written Application

Course Structure: 15 units must be selected for this qualification including 6 compulsory and 9 elective units. Elective units available may include relevant electives listed in purchasing guide, units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages. Core Units of Study

CHCAC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 55
CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR 40
CHCHC401A COORDINATE AND MONITOR HOME BASED SUPPORT 65
CHCICS402A FACILITATE INDIVIDUALISED PLANS 50
and one of each of the following pairs of units:
CHCCHS312A FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK 30

and
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20

or
HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE 20

Elective Units of Study

CHCINF403C COORDINATE INFORMATION SYSTEMS 75
CHCNET404A FACILITATE LINKS WITH OTHER SERVICES 70
CHCOR6406A SUPERVISE WORK 50
CHCAC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS 70
HLTFA301B APPLY FIRST AID 18
CHCAC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS 45
CHCAD0401D ADVOCATE FOR CLIENTS 20
CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK 50
CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH 55
CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCDIS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS 75
CHCCOM302C COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCSS305A ASSIST CLIENTS WITH MEDICATION 40
HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS 50
HLTCSD307B CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE
Course Code: HLT32507

Campus: St Albans, Werribee, Industry.

About this course: This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.

Course Objectives: The aim is to prepare applicants with employability skills to work in the Health Industry and to provide assistance to health professional staff with the care of clients. Health Services Assistance involves the workers in direct client contact under supervision.

Careers: Ward work, patient services and hospital orderly work.

Course Duration: 1 year
Admission Requirements Year 12: Not applicable
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Direct Application
Admission Requirements VET: Not applicable
Admission Requirements Other: Employer choice

Selection Processes: Employer ChoiceInterview Written Application

Course Structure: To qualify for the Certificate III in Health Services Assistance course, participants must successfully complete 6 compulsory units and 9 elective units.

Core Units of Study

HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
CERTIFICATE III IN HEALTH ADMINISTRATION
Course Code: HLT32907
Campus: Werribee, Industry.

Course Objectives: This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc.

Careers: Occupational titles for these workers may include: Admissions Clerk Administrative Worker Clinical Coding Clerk Ward Clerk

Course Duration: 1 year
Admission Requirements Year 12: Successful completion of VCE or equivalent
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Direct Entry
Admission Requirements VET: School Choice

Selection Processes: Direct Entry

Course Structure: Core Units of Study
- HLTIR301B COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
- HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
- HLTSHS200A PARTICIPATE IN OHS PROCESSES 20

Elective Units of Study
- CHCACS316B PROVIDE FOOD SERVICES 20
- CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR 40
- HLTCSD306B RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20

CERTIFICATE IV IN HEALTH SUPERVISION
Course Code: HLT40407
Campus: Werribee, Industry.

Course Objectives: This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

Careers: GP Practice Supervision.

Course Selection Processes: Direct Entry

Course Structure: Core Units of Study
- HLTIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
- HLTSHS300A CONTRIBUTE TO OHS PROCESSES 20
- HLTIN403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES 50
- HLTSHS401A SUPERVISE IN A HEALTH SETTING 60
- BSBFLM412A PROMOTE TEAM EFFECTIVENESS 50
- BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30

Elective Units of Study
- CHCCS518A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
- HLTIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- HLTIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
- HLTSHS500A MANAGE OHS PROCESSES 40
### CERTIFICATE IV IN NURSING (ENROLLED/DIVISION 2 NURSING)

**Course Code:** HLT43407  
**Campus:** St Albans.

**Course Objectives:** The course is designed to provide a broad-based training program for students who wish to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities. Those who successfully complete this course may apply to NBV for registration as Div 2 RN.

**CAREERS:** There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

**Course Duration:** 1 year

**Admission Requirements Year 12:** Successfully completed VCE. Police Check required. Students must successfully complete the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

**Admission Requirements International:** IELTS 6.0

**Admission Requirements Mature Age:** Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

**Admission Requirements VET:** Not applicable

**Admission Requirements Other:** Police Check required. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

**Selection Processes:** Direct Entry/Written Test

**Course Structure**
The course is 1 year full-time or 2 years part-time. Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience. This course is offered on a full time and part time basis. Care Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN401A</td>
</tr>
<tr>
<td>HLTEN402A</td>
</tr>
<tr>
<td>HLTEN403A</td>
</tr>
<tr>
<td>HLTEN502A</td>
</tr>
<tr>
<td>HLTEN503A</td>
</tr>
<tr>
<td>HLTEN504A</td>
</tr>
<tr>
<td>HLTEN505A</td>
</tr>
</tbody>
</table>

---

### DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)

**Course Code:** HLT51607  
**Campus:** St Albans.

**About this course:** Please contact the School of Health for any enquiries about commencement dates for this program 9919 2936.

**Course Objectives:** This course aligns with the strategic functional and operational commitments of the University and is classified as a government priority due to the national shortage of nurses and the changing skill mix of nurses in Australia. The diploma will incorporate broader knowledge and skills of the health care industry, thus preparing a more able and flexible division 2 nurse. It is designed to build on competencies within the basic qualification and allow graduates to pursue higher learning at degree level if they so desire. The health industry is experiencing a chronic shortage of nurses at all levels. As a consequence the increased use of division 2 nurses in non-traditional settings (acute, community and emergency areas) is part of the Health Services Department strategic planning. In order to meet this commitment to industry, division 2 nurses must increase their breadth of knowledge and skill.

**CAREERS:** Graduates will increase their employability in non-traditional areas such as emergency, maternal and child health and community nursing. Graduates who wish to pursue the Bachelor of Nursing will have increased opportunity for recognition of current competence.

**Course Duration:** 1.5 years

**Admission Requirements Year 12:** Successful completion of VCE. Also please see more “Other” information below

**Admission Requirements International:** IELTS 7.0

**Admission Requirements Mature Age:** Applicants will be considered with relevant industry experience. Also please see more “Other” information below.

**Admission Requirements VET:** Not Applicable

**Admission Requirements Other:** Police Check required. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

**Selection Processes:** Interview Written Application Written Test

**Course Structure**
To qualify for the Diploma of Nursing (Enrolled/Division 2 nursing) students must successfully complete a minimum of 21 core units and 5 elective units in accordance with the package rules specified in the HLT07 Training Package. Core Units

<table>
<thead>
<tr>
<th>Elective Unit of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN507A</td>
</tr>
<tr>
<td>HLTAP501A</td>
</tr>
<tr>
<td>HLTEN502A</td>
</tr>
<tr>
<td>HLTEN513A</td>
</tr>
<tr>
<td>HLTEN505A</td>
</tr>
</tbody>
</table>

---

### FACULTY OF WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Unit of Study Code Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN410A</td>
</tr>
<tr>
<td>HLTEN509A</td>
</tr>
<tr>
<td>HLTEN414A</td>
</tr>
<tr>
<td>HLTEN415A</td>
</tr>
<tr>
<td>HLFA301B</td>
</tr>
</tbody>
</table>

**Elective Unit of Study**

<table>
<thead>
<tr>
<th>Elective Unit of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN507A</td>
</tr>
<tr>
<td>HLTAP501A</td>
</tr>
<tr>
<td>HLTEN502A</td>
</tr>
<tr>
<td>HLTEN513A</td>
</tr>
<tr>
<td>HLTEN505A</td>
</tr>
<tr>
<td>Course Code</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>HLTAP401A</td>
</tr>
<tr>
<td>HLTAP501A</td>
</tr>
<tr>
<td>HLTEN401A</td>
</tr>
<tr>
<td>HLTEN502A</td>
</tr>
<tr>
<td>HLTEN503A</td>
</tr>
<tr>
<td>HLTEN504A</td>
</tr>
<tr>
<td>HLTEN505A</td>
</tr>
<tr>
<td>HLTEN506A</td>
</tr>
<tr>
<td>HLTEN507A</td>
</tr>
<tr>
<td>HLTEN508A</td>
</tr>
<tr>
<td>HLTEN509A</td>
</tr>
<tr>
<td>HLTEN510A</td>
</tr>
<tr>
<td>HLTEN512A</td>
</tr>
<tr>
<td>HLTEN513A</td>
</tr>
<tr>
<td>HLTEN515A</td>
</tr>
<tr>
<td>HLTEN516A</td>
</tr>
<tr>
<td>HLFA301B</td>
</tr>
<tr>
<td>HLTHR403B</td>
</tr>
<tr>
<td>HLTHR404B</td>
</tr>
<tr>
<td>HLTI301A</td>
</tr>
<tr>
<td>HLTOS300A</td>
</tr>
<tr>
<td>Elective Units of Study</td>
</tr>
<tr>
<td>HLTEN519A</td>
</tr>
<tr>
<td>HLTEN511A</td>
</tr>
<tr>
<td>HLTEN514A</td>
</tr>
<tr>
<td>HLTEN520A</td>
</tr>
<tr>
<td>CHCOR6405C</td>
</tr>
<tr>
<td>Post Registration - Industry Electives</td>
</tr>
<tr>
<td>HLTA402B</td>
</tr>
<tr>
<td>HLTOS400A</td>
</tr>
<tr>
<td>HL Tin403B</td>
</tr>
<tr>
<td>CHCOR627A</td>
</tr>
<tr>
<td>HLTEN608A</td>
</tr>
<tr>
<td>TAADLE401A</td>
</tr>
<tr>
<td>TAADLE402A</td>
</tr>
<tr>
<td>CHCDJS1C</td>
</tr>
<tr>
<td>BSBFLM412A</td>
</tr>
<tr>
<td>HLTRAH302A</td>
</tr>
<tr>
<td>CHCDJS1C</td>
</tr>
<tr>
<td>CHCDJS13A</td>
</tr>
<tr>
<td>CHCDJS20A</td>
</tr>
<tr>
<td>CHCGRUP3C</td>
</tr>
<tr>
<td>CHCCMA3B</td>
</tr>
<tr>
<td>Additional Industry Electives</td>
</tr>
</tbody>
</table>

**DIPLOMA OF PRACTICE MANAGEMENT**

**Course Code:** HLT52007  
**Campus:** Werribee, Industry.  

**About this course:** This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business's goals and strategic direction.  

**Course Objectives:** This course covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business's goals and strategic direction.  

**Careers:** GP Practice Supervision  

**Course Selection Processes:** Direct Entry  

**Course Structure**  
1 day per week for 1 year.  

**Core Units of Study**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHR505B</td>
<td>PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH</td>
<td>30</td>
</tr>
<tr>
<td>HLTH5030A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTH5050A</td>
<td>MANAGE OHS PROCESSES</td>
<td>40</td>
</tr>
<tr>
<td>HLTHR403B</td>
<td>IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM503B</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>HLTHR506B</td>
<td>IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>HLT501A</td>
<td>MANAGE IN A HEALTH CARE BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>HLT502A</td>
<td>MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>BSBMED301A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>BSBM609A</td>
<td>MANAGE RISK</td>
<td>60</td>
</tr>
</tbody>
</table>

**Elective Units of Study**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM513A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM</td>
<td>70</td>
</tr>
<tr>
<td>BSBMK6503A</td>
<td>DEVELOP A MARKETING COMMUNICATION PLAN</td>
<td>50</td>
</tr>
<tr>
<td>CHCGR628A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>BSBK6502A</td>
<td>MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>HLTHR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTC5306B</td>
<td>RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR</td>
<td>20</td>
</tr>
</tbody>
</table>
UNITS

Below are subject details for courses offered by the School of Health in 2011.

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

**BSBCM404A  DEVELOP TEAMS AND INDIVIDUALS**

**Descriptions:** Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.

**Nominal Hours:** 30

**Assessment:** Analyse team effectiveness in relation to organisation goals; Develop and implement a learning plan to achieve those goals; Report on the outcomes

**BSBFLM309A  SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES**

**Descriptions:** This units gives the student knowledge on how to implement continuous improvement systems and processes, Monitor, adjust and report performance, Consolidate opportunities for further improvement.

**Nominal Hours:** 40

**BSBMED301A  USE ADVANCED MEDICAL TERMINOLOGY**

**Descriptions:** Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.

**Nominal Hours:** 30

**BSBHOHS504A  APPLY PRINCIPLES OF OHS RISK MANAGEMENT**

**Descriptions:** Access external sources of information and data to identify hazards; Analyse the work environment to identify hazards; Assess risk associated with a hazard; Control risk associated with a hazard; Maintain hazard identification and risk control processes; Monitor and review risk management processes.

**Nominal Hours:** 30

**Assessment:** As per accredited curriculum

**BSZ405  PLAN AND PROMOTE A TRAINING PROGRAM**

**Descriptions:** Identify the competency needs; Document training program requirements; Identify program resources; Promote training.

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** As per accredited curriculum

**CHCAC316A  PROVIDE FOOD SERVICES**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Descriptions:** This unit describes the knowledge and skills required by the worker to apply basic food safety practices including personal hygiene and conduct when working in a food service environment in a residential setting.

**Nominal Hours:** 20

**Required Reading:** No Required text

**Assessment:** no required text; Assignment, Food Handling workbook with questions, Yes/No. Practical Placements Assessment Assessed in the workplace based on food handling

**CHCAC317A  SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE**

**Locations:** Footscray Nicholson, St Albans, Werribee, Other.

**Descriptions:** This unit describes the knowledge and skills required by the worker to support the older person to maintain their independence with activities of living.

**Nominal Hours:** 20

**Required Reading:** A guide for Aged Care Workers Community Services TAFE NSW (2008) Tourism Curriculum Centre

**Assessment:** Assignment, This will be a written assignment, Yes/No. Class Activity, Include discussions and class exercises, Yes/No. Practical Placements Assessment, The students will be assessed in the workplace via observation and feedback from workplace buddies, Yes/No.

**CHCAC318A  WORK EFFECTIVELY WITH OLDER PEOPLE**

**Locations:** Footscray Nicholson, St Albans, Werribee, Industry, Other.

**Descriptions:** This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.

**Nominal Hours:** 30

**Required Reading:** Aged Care in Australia TAFE NSW 2008 LigareP/L NSW

**Assessment:** Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which assess people’s ability. Which includes activities and video highlighting dignity and care of elderly, Yes/No. Practical Placements Assessment, Learning in the workplace. Students will be assessed in an Aged Care Facility.

**CHCAC319A  PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA**

**Locations:** Footscray Nicholson, City King St, St Albans, Werribee, Industry, Other.

**Descriptions:** This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.

**Nominal Hours:** 55

**Required Reading:** TAFE NSW (2008) Aged Care in Australia. A guide for Aged Care Workers. Community Services, Health Tourism Curriculum Centre

**Assessment:** Assignment, Dementia Workbook with assessments tasks, Yes/No. Practical Placements Assessment, Assessed in the workplace against performance criteria, Yes/No.
**CHC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS**

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by workers to provide services to the older person with complex or special care needs under supervision of a relevant professional.

Nominal Hours: 70

Required Reading: No required text

Assessment: Assignment, based on learning outcomes, Yes/No. Class Activity, from various sources e.g. case studies, Yes/No.

---

**CHC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA**

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to develop and implement support plans for clients with dementia in a variety of settings including family homes, community day settings and residential care.

Nominal Hours: 55

Required Reading: No required text

Assessment: Assignment, written assignment, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

---

**CHC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS**

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce the risk of falls.

Nominal Hours: 45

Required Reading: No required text

Assessment: Laboratory work, simulated assessment, Yes/No. Assignment, written assessment, Yes/No.

---

**CHC401D ADVOCATE FOR CLIENTS**

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to support clients to voice their opinions or needs and to ensure their rights are upheld.

Nominal Hours: 20

Required Reading: No required text

Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace/student placement, Yes/No.

---

**CHC7B SUPPORT COMMUNITY RESOURCES**

Descriptions: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.

Nominal Hours: 30

Assessment: As per accredited curriculum

---

**CHC13A SUPPORT OLDER PEOPLE WITH DISABILITIES**

Locations: St Albans, Industry.

Descriptions: This unit addresses the competencies required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting the person with a disability who has dementia.

Nominal Hours: 50

Required Reading: No required text

Assessment: Written and practical test, assignment and observation.
CHCIDS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required as an introduction to working and communicating with people with a disability.

Nominal Hours: 50

Required Reading: Working in aged care and disability services Amott,J 2005 Craydon, Vic.: Tertiary Press

Assessment: This unit is assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities. Assignment, Written assignment, Yes/No. Class Activity, Mobility Activity, Yes/No.

CHCIDS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a people with disability by fostering self determination, independence and strengths.

Nominal Hours: 90

Required Reading: No required text

Assessment: No text; Assignment, Written assignments, Yes/No. Practical Placements Assessment; learning in the workplace

CHCIDS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.

Nominal Hours: 75

Required Reading: No required text

Assessment: Assignment, written assessment, Yes/No. Presentation, Oral presentation, Yes/No. Practical Placements Assessment, Workplace observation, Yes/No.

CHCICS301A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.

Nominal Hours: 50


Assessment: Demonstration, Simulated lab setting, Yes/No. Laboratory work, Simulated assessment in Lab with equipment, Yes/No. Practical Placements Assessment, In workplace setting under supervision, Yes/No. Assignment, Written questions and answers, Yes/No.

CHCICS302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans.

Nominal Hours: 15

Required Reading: Aged Care in Australia. A guide for Aged Care Workers. TAFE NSW (2008) Community Services Health, Tourism, Curriculum Centre

Assessment: Written assessments class discussion and learning in the workplace

CHCICS303A SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by the worker to support a client’s health and emotional well being.

Nominal Hours: 30


Assessment: Assignment, Based on case studies and questions in workbooks. Yes/No. Practical Placements Assessment, Assessed in the workplace against criteria, Yes/No.

CHCICS305A PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to support and engage people to use positive and adaptive responses in their daily routines.

Nominal Hours: 35

Required Reading: No required text

Assessment: Students are required to do assignments, tests, projects, case studies.

CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required by workers to develop, implement and monitor support of client personal care needs through the framework of a personal care support plan.

Nominal Hours: 50

Required Reading: No required text

Assessment: Laboratory work, Simulated assessment, Yes/No.

CHCICS402A FACILITATE INDIVIDUALISED PLANS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the knowledge and skills required to develop, implement and monitor support requirements for people to sustain quality of life according to individualised plans.

Nominal Hours: 50

Required Reading: No required text

Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.
CHCINF403C  COORDINATE INFORMATION SYSTEMS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to coordinate all aspects of information management including collection, collation, storage and preparation of information in different formats depending on client needs.
Nominal Hours: 75
Required Reading: No required text
Assessment: Assignment, written, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCINF408C  COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required by the worker to undertake administrative duties, including documenting in client records and contributing to the development and monitoring of service delivery plans in accordance with organisation and duty of care.
Nominal Hours: 40
Required Reading: TAFE NSW (2008) Aged Care in Australia A guide for Aged Care Workers 3rd Community Services Health, Tourism Curriculum Centre
Assessment: Assignment, Written assessment, Yes/No. Class Activity, Observation, Yes/No. Practical Placements Assessment In workplace setting under supervision

CHCMH301A  WORK EFFECTIVELY IN MENTAL HEALTH
Locations: St Albans, Industry.
Descriptions: This unit describes the knowledge and skills required in the context within which mental health work occurs.
Nominal Hours: 50
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCMH402A  APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the knowledge and skills required to contribute to the recovery of people affected by a mental illness in the context of the impact of mental illness on clients, their carer/s and families.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assignment, written assessments, Yes/No. Practical Placements Assessment, learning in the work place, Yes/No. Presentation, oral assessment, Yes/No.

CHCHO5312A  FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit is specifically designed to cater for safety aspects of work involving delivery of services in aged care, home and community care and disability services.
Nominal Hours: 30

Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Aged Care/ Home and Community Care Competency Based Assessment Certificate II in Community Services Competency Based Assessment. Where delivery is by VCE/VCAL assessment is undertaken by the school.

CHCORG405C  MAINTAIN AN EFFECTIVE WORK ENVIRONMENT
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: This unit describes the knowledge and skills required to meet individual responsibilities within a work group.
Nominal Hours: 50
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Plus workplace assessing or projects. CHC40708: Competency Based

CHCORG406A  SUPERVISE WORK
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit describes the skills and knowledge required of a worker with responsibility for supervising the work of workers who are part of a team/workgroup or working alone. It includes induction of new staff, planning work, monitoring performance and supporting workers to manage their workload.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assignment, written assessment, Yes/No. Practical Placements Assessment, assessed in the workplace, Yes/No.

CHCPA301B  DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
Descriptions: This is a Core unit. It covers the skills and knowledge required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.
Nominal Hours: 55
Required Reading: No text required
Assessment: Assignment, Participant resource guide with assessment questions, Yes/No.

FDFCORFSY1A  FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY
Descriptions: This is a Core unit. It covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum
FACULTY OF WORKFORCE DEVELOPMENT

FDFCORHS1A FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY

Descriptions: This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS

Descriptions: Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Descriptions: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.

Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY

Descriptions: This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.

Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS

Descriptions: Monitor quality of work outcome; Participate in maintaining and improving quality at work.

Nominal Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

FDFTECFAD4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES

Descriptions: Identify additives used in food; Manage use of additives in a production process.

Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

HLTAD301A ASSIST WITH PRACTICE ADMINISTRATION

Descriptions: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.

Nominal Hours: 20

HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.

Nominal Hours: 70
Required Reading: No required text
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTCSD201B MAINTAIN HIGH STANDARD OF CLIENT SERVICES

Descriptions: This unit describes skills and knowledge for care assistance workers and other workers who have contact with clients required to deliver and maintain a high standard of service

Nominal Hours: 30

HLTCSD208B TRANSPORT CLIENTS

Descriptions: This unit of competency describes the skills and knowledge required for the safe, timely and efficient transport of clients from one location to another at a particular site, or to other sites.

Nominal Hours: 20
Required Reading: -

HLTCSD305B ASSIST WITH CLIENT MOVEMENT

Descriptions: This unit of competency describes the skills and knowledge required to support clients who require assistance with basic physical movement which may be due to incapacity.

Nominal Hours: 20
HLTCSD307B  CARE FOR THE HOME ENVIRONMENT OF CLIENTS
Descriptions: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client’s domestic living environment.
Nominal Hours: 20
Required Reading: No text required
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments and verbal discussions

HLTEN401A  WORK IN THE NURSING PROFESSION
Descriptions: This unit of competency describes the skills and knowledge required to practice as a nursing professional with clients across the lifespan in a range of health care environments, such as acute care, community care, mental health, aged care, medical / surgical.
Nominal Hours: 90
Required Reading: -
Assessment: This will be assessed as follows: Assignments

HLTEN403A  UNDERTAKE BASIC CLIENT ASSESSMENT
Descriptions: This competency unit describes the skills and knowledge required to undertake a nursing assessment using a lifespan approach. It involves identifying normal ranges, recording and reporting processes, in routine settings in particular on client admission, ongoing and discharge.
Nominal Hours: 30
Required Reading: -
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLTEN405A  IMPLEMENT BASIC NURSING CARE
Descriptions: This unit describes the skills and knowledge required to contribute to the nursing care of clients in a range of health environments.
Nominal Hours: 90
Required Reading: -
Assessment: This is assessed as follows: A Major Test

HLTEN406A  UNDERTAKE BASIC WOUND CARE
Descriptions: This unit involves the principles of infection prevention, in relation to wound care processes in a variety of health care contexts. This will include wound assessments and contemporary wound care working with the wound management health care team.
Nominal Hours: 30
Required Reading: -
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLTEN410A  DELIVER NURSING CARE TO CONSUMERS WITH MENTAL HEALTH CONDITIONS
Descriptions: This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental health conditions. It focuses on the roles and responsibilities of the Enrolled Nurse within the mental health team, and on the nursing management of the consumer with a mental illness.
Nominal Hours: 50
Required Reading: -
Assessment: This is assessed as follows: An Assignment

HLTEN414A  DELIVER BASIC NURSING CARE TO OLDER CLIENTS
Descriptions: This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform basic nursing interventions to support the health care needs of the older person in any environment.
Nominal Hours: 70
Required Reading: -
Assessment: This is assessed as follows: An Assignment

HLTEN415A  DELIVER NURSING CARE TO ACUTE CARE CLIENTS
Descriptions: This unit of competency describes the skills and knowledge required of Enrolled nurses in contributing to the care of a person with an acute health problem.
Nominal Hours: 50
Required Reading: -
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLTEN502A  APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE
Descriptions: This competency unit describes the skills and knowledge required for effective communication in complex communication situations and its application to nursing practice: the function and purpose of small groups: meeting procedures: and the dynamics of group work and evaluation as a tool for continuous improvement.
Nominal Hours: 40
Required Reading: -
Assessment: This is assessed as follows: An Assignment

HLTEN503A  CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS
Locations: St Albans, Sunbury.
Descriptions: This unit of competency describes the skills and knowledge required of an Enrolled Nurse in contributing to the development of individualised health care plans by collection of data captured during a client’s preliminary and ongoing health assessments. Assessment is based on a lifespan approach.
Nominal Hours: 100
Assessment: An examination will assess all elements of competence. Workplace assessment will contribute to the assessment process.
**FACULTY OF WORKFORCE DEVELOPMENT**

**HLTEN504A  IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE**

**Locations:** St Albans, Sunbury.

**Prerequisites:** N/A

**Descriptions:** This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.

**Nominal Hours:** 60


**Assessment:** This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.

**HLTEN505A  CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS**

**Descriptions:** This competency unit describes the knowledge, skills and attitudes required to provide nursing care for clients with complex needs.

**Nominal Hours:** 90

**Required Reading:** -

**Assessment:** This is assessed as follows: Laboratory Assessment and Major Test

**HLTEN506A  APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT**

**Locations:** St Albans, Sunbury.

**Descriptions:** Enrolled nurses apply contemporary wound management principles to the care of clients with varying types of wounds.

**Nominal Hours:** 45


**Assessment:** A case study will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN507A  ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT**

**Descriptions:** This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor medications and evaluate their effectiveness for clients within a health environment.

**Nominal Hours:** 180

**Required Reading:** -

**Assessment:** This is assessed as follows: Assignment, Calculations Test, Theory Test and Laboratory Assessment

**HLTEN508A  APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH**

**Locations:** St Albans, Sunbury.

**Descriptions:** This unit of competency describes the skills and knowledge required of the Enrolled Nurse to demonstrate nursing practice in a contemporary health environment using critical thinking and analysis and reflective practice.

**Nominal Hours:** 20


**Assessment:** Development of a professional portfolio will assess all elements of competence.

**HLTEN509A  APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE**

**Descriptions:** This unit of competency describes the skills and knowledge required for an enrolled nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** This is assessed as follows: An Assignment

**HLTEN510A  IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS**

**Locations:** St Albans, Sunbury.

**Descriptions:** This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness.

**Nominal Hours:** 40


**Assessment:** An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

**HLTEN511A  PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE**

**Locations:** St Albans, Sunbury.

**Descriptions:** This unit deals with the delivery of effective nursing within end of life care. It incorporates strategies to promote the quality of life and assist a peaceful death.

**Nominal Hours:** 50


**Assessment:** An assignment will assess all elements of competence. Workplace assessment will contribute to the assessment process.
HLTEN512A IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS

Locations: St Albans, Sunbury.

Descriptions: This unit of competency describes the skills and knowledge required of enrolled nurses to contribute to the care of the person with an acute health problem by performing nursing interventions that support their health care needs and assist them to regain optimal function and lifestyle.

Nominal Hours: 70


Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN513A IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS

Descriptions: This unit of competency describes the skills and knowledge required in contributing to the care of the client with chronic illness by performing nursing interventions that support the client's needs and assist in maintaining an optimal lifestyle.

Nominal Hours: 50

Required Reading: -

Assessment: This is assessed as follows: Laboratory Assessment and Test.

HLTEN514A APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT

Locations: St Albans, Sunbury.

Descriptions: This unit develops an understanding of the research process and its application to the division 2 nurse.

Nominal Hours: 20


Assessment: Development of a research proposal will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN515A IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS

Locations: St Albans, Sunbury.

Descriptions: This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform nursing interventions to support the health care needs of the older person in both acute care settings and residential aged care environments.

Nominal Hours: 75


Assessment: A case study will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN516A APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM

Locations: St Albans, Sunbury.

Descriptions: This unit of competency describes skills and knowledge required to function independently in developing strategies to practise within the current and future health care environment taking into account the Australian health care system.

Nominal Hours: 20


Assessment: An assignment will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN519A ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT

Locations: St Albans, Sunbury.

Descriptions: This unit of competency describes the skills and knowledge required of enrolled nurses to administer and monitor intravenous medications and evaluate their effectiveness for clients within a health environment.

Nominal Hours: 100


Assessment: A varied strategy of assessment will include: examination, calculations tests and laboratory assessment.

HLTEN520A CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES

Locations: St Albans, Sunbury.

Descriptions: This unit describes the knowledge and skills required in the provision of care to mothers and babies in a range of settings: postnatal, low risk nursery, child and family health and paediatric settings.

Nominal Hours: 80


Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN608A PRACTISE IN THE DOMICILARY HEALTH CARE ENVIRONMENT

Locations: St Albans, Industry.
FacultY of WorKforce develoPMent

Descriptions: This competency unit describes the skills and knowledge required by enrolled nurses to perform nursing interventions to assist clients in a domiciliary environment.

Nominal Hours: 80
Required Reading: no required text
Assessment: Written test, assignment, project and presentations.

HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS

Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.

Descriptions: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

Nominal Hours: 20
Required Reading: No required texts
Assessment: This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH

Descriptions: This unit specifies the outcomes required of frontline managers to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

Nominal Hours: 30
Required Reading: No text required
Assessment: As per accredited curriculum

HLTIN403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES

Descriptions: This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation.

Nominal Hours: 50

HLTOHS500A MANAGE OHS PROCESSES


Descriptions: This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation.

Nominal Hours: 40
Required Reading: No text required

HLPMS501A MANAGE IN A HEALTH CARE BUSINESS

Descriptions: This unit of competency describes the skills and knowledge required to manage a business requirements of a practice within the health care environment.

Nominal Hours: 50

HLPMS502A MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM

Descriptions: This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.

Nominal Hours: 30

HLSUP401A SUPERVISE IN A HEALTH SETTING

Descriptions: This unit of competency describes the skills and knowledge required to supervise workers in a health setting. It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.

Nominal Hours: 60

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES

Descriptions: This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE

Descriptions: This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

Nominal Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS

Descriptions: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.

Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

LGAGOVA202B PROCESS INFRINGEMENT NOTICES

Locations: Footscray Nicholson, City King St, Newport, Industry.

Descriptions: Maintain records of infringement notices; Locate and retrieve information on infringement notices; Action infringement notices; Produce correspondence related to infringement notices.
Nominal Hours: 40
Required Reading: No required text
Assessment: As per accredited curriculum RPL: Participants will provide evidence of their skills, knowledge and experience.

PMLCOM300B COMMUNICATE WITH OTHER PEOPLE
Descriptions: This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.
Nominal Hours: 40
Assessment: Listening activities, poster, writing folio, journal

PMLDATA300A PROCESS AND RECORD DATA
Descriptions: Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Nominal Hours: 70
Assessment: As per accredited curriculum

PMLDATA501B USE LABORATORY APPLICATION SOFTWARE
Descriptions: This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.
Nominal Hours: 60
Assessment: As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE
Descriptions: Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.
Nominal Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

PMLOH5301B WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDARD RADIATION
Descriptions: Store instruments safely and securely; Transport instruments safely and securely; Use instruments safely and maintain security; Monitor radiation levels; Maintain records; Perform emergency procedures.
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)
Descriptions: Work within enterprise structure and culture; Work in accordance with workplace agreements and/or legislative requirements; Provide scientific/technical support; Organise daily work efficiently; Accept responsibility for quality of own work; Identify own learning needs.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL400B CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS
Descriptions: Review existing HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES
Descriptions: This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work and detect non-conformances and work with others to suggest improvements in productivity and quality.
Nominal Hours: 80
Required Reading: -
Assessment: As per accredited curriculum

PMLSAMP200A COLLECT ROUTINE SITE SAMPLES
Descriptions: Prepare for sampling; Conduct sampling; Finalise sampling; Maintain a safe work environment.
Nominal Hours: 30
Assessment: As per accredited curriculum

PMLSAMP201A HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT
Descriptions: Prepare for pickup; Pick up and transport items; Maintain transport equipment; Maintain a safe work environment.
Nominal Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

PMLSCIG300B OPERATE BASIC HANDBLOWING EQUIPMENT
Descriptions: Prepare for handblowing operations; Follow sequence of operations for glasswork procedure to be performed; Use annealing equipment; Maintain a safe work environment; Maintain records.
Nominal Hours: 60
Assessment: As per accredited curriculum

PMLSCIG301B REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT
Descriptions: Prepare for repair operations; Repair apparatus; Operate annealing equipment; Maintain a safe work environment; Maintain records.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST300A PERFORM BASIC TESTS**

Descriptions: Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Nominal Hours: 60
Assessment: As per accredited curriculum

**PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES**

Descriptions: This unit of competency covers the ability to perform a range of biological laboratory procedures that are part of diagnostic testing, scientific research, product development and quality assurance. The performance of some procedures in the field may be applicable and can be accommodated within this unit.
Nominal Hours: 80
Required Reading: -
Assessment: Practical, Written Assignment, Test

**PMLTEST304B PREPARE CULTURE MEDIA**

Descriptions: This unit of competency covers the ability to prepare culture media free of contamination required and facilitate optimal growth of organisms and cells. It also includes the ability to organise the materials, equipment and work environment and follow standard methods.
Nominal Hours: 30
Assessment: As per accredited curriculum

**PMLTEST306B ASSIST WITH FIELDWORK**

Descriptions: Assist with organisation of fieldwork; Perform tasks related to field camp operations; Perform tasks related to field surveys; Demonstrate basic field survival skills; Assist with the close down of field camp.
Nominal Hours: 40
Assessment: As per accredited curriculum

**PMLTEST307B PREPARE TRIAL BATCHES FOR EVALUATION**

Descriptions: Prepare for trial batch mixing; Mix trial batch for evaluation; Evaluate properties of the mixture by inspection and standard test methods; Clean equipment and dispose of materials; Maintain records; Maintain a safe work environment.
Nominal Hours: 40
Assessment: As per accredited curriculum

**PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES**

Descriptions: This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax. Personnel will work under direct supervision and have ready access to enterprise procedures. Viewing of slides is covered in PMLTEST309A Perform microscopic examination. More complex histological tests involving specialised stains, histochemistry and immunohistochemistry are covered in PMLTEST503B Perform histological tests.
Nominal Hours: 40
Assessment: As per accredited curriculum

**PMLTEST403B ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS**

Descriptions: Prepare for on-site operations; Assist with excavation of boreholes, test pits and/or trenches; Assist with sampling; Assist with testing; Maintain records.
Nominal Hours: 80
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES**

Descriptions: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
Nominal Hours: 100
Assessment: As per accredited curriculum

**PMLTEST405A PERFORM FOOD TESTS**

Descriptions: Interpret and schedule test requirements; Receive and prepare food samples; Check equipment before use; Test samples to determine food components and characteristics; Process data; Maintain a safe work environment; Maintain laboratory records.
Nominal Hours: 100
Assessment: As per accredited curriculum

**PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES**

Descriptions: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING**

Descriptions: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Nominal Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST412A PREPARE TISSUE AND CELL CULTURES**

Descriptions: Work safely according to the legal and regulatory framework; Prepare and test cell and tissue culture media; Prepare tissue or cell cultures; Monitor tissue or cell culture; Maintain records.
Nominal Hours: 50
Assessment: As per accredited curriculum
PMLTEST505B  CONDUCT SENSORY ANALYSIS

Descriptions: Select panellists for sensory analysis; Prepare panellists for sensory analysis; Prepare samples for sensory analysis; Conduct routine sensory analysis; Evaluate and report findings; Maintain a safe work environment.

Nominal Hours: 40
Assessment: As per accredited curriculum

Required Reading: -
Assessment: As per accredited curriculum

RTD4507A  PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES

Descriptions: Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.

Nominal Hours: 120
Required Reading: -
Assessment: As per accredited curriculum

RTC2801A  PARTICIPATE IN WORKPLACE COMMUNICATIONS


Descriptions: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.

Nominal Hours: 30
Required Reading: The teacher will provide teaching and learning material as required. -
Assessment: Students develop a portfolio of evidence used for assessment. This will include, role plays, teacher observation, student written tasks and oral presentations.

RTC5011A  COLLECT AND CLASSIFY PLANTS

Descriptions: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.

Nominal Hours: 120
Assessment: As per accredited curriculum

RTD4402A  DEFINE THE PEST PROBLEM IN A LOCAL AREA

Descriptions: Defining and analyse the pest problem in the local area, determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements and environmental protection legislation.

Nominal Hours: 100
Assessment: As per accredited curriculum

RTD4407A  INVESTIGATE A REPORTED PEST TREATMENT FAILURE

Descriptions: This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.

Nominal Hours: 60

Required Reading: -
Assessment: As per accredited curriculum

RUV2603A  ASSIST WITH SURGERY PREPARATIONS

Descriptions: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.

Nominal Hours: 40
Assessment: As per accredited curriculum

RUV3301A  CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES

Descriptions: Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV3304A  PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS

Descriptions: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.

Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV4603A  PERFORM CLINIC PATHOLOGY PROCEDURES

Descriptions: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.

Nominal Hours: 70
Assessment: As per accredited curriculum

RUV4609A  PROVIDE SPECIFIC ANIMAL CARE ADVICE

Descriptions: Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 120
Assessment: As per accredited curriculum

RU4610A  CARRY OUT VETERINARY DENTAL NURSING PROCEDURES

Descriptions: Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RU5304A  MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY

Descriptions: Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.
Nominal Hours: 20
Assessment: As per accredited curriculum

VBP036  APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE

Descriptions: This unit covers the skills and knowledge required to apply chemical principles related to food and food processing.
Nominal Hours: 60
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP037  IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP)

Descriptions: This unit covers the skills and knowledge required to identify the principles of Hazard Analysis Critical Control Points.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP038  APPLY HYGIENE AND SANITATION PRACTICES

Descriptions: This unit covers the skills and knowledge required to apply the principles of sanitation and hygiene and implement appropriate preventative and control measures.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP039  IDENTIFY NUTRITIONAL FUNDAMENTALS

Descriptions: This unit covers the skills and knowledge required to identify the fundamentals of nutrition as they relate to the food processing industry.
Nominal Hours: 20
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP040  APPLY PRINCIPLES OF OCCUPATIONAL HEALTH & SAFETY TO THE FOOD INDUSTRY'

Descriptions: This unit covers the skills and knowledge required to effectively handle OH&S issues in the food industry.
Nominal Hours: 40
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP043  APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY

Descriptions: This unit provides an introduction to the operational environment of the food processing industry. It includes basic skills and knowledge about the structure of the food processing industry; food preservation and processing techniques; hygiene and sanitation; and quality management principles.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP044  APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Descriptions: This unit provides the basic operational principles of food spoilage and its control.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP045  IDENTIFY UNIT OPERATIONS

Descriptions: This unit provides the principles of the major unit operations in the food industry. It covers the skills and knowledge required to identify the operational principles in unit operations of Food industry.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP046  APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS

Descriptions: This unit provides the basic principles of low temperature preservation, and it's application in the food industry. It covers the skills and knowledge required to identify the effects of chilling and freezing on food stuffs, the current methods of chilling and freezing foods and the different processes used in industry.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.
VBP047  APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS
Descriptions: This unit provides the basic principles of high temperature of food preservation, and their application in the food industry. It covers the skills and knowledge required to identify the effects of heat on food, current methods of heating food, and relevant processes used in industry.
Nominal Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP048  APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION
Descriptions: This unit covers the skills and knowledge required to apply the principles of concentration and drying processes to food production.
Nominal Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

VBP049  DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE
Descriptions: This unit covers the skills and knowledge required to access, increase and update knowledge relating to the operation of a food industry workplace.
Nominal Hours: 20
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP055  MANUFACTURE MEAT AND MEAT PRODUCTS
Descriptions: This unit covers the skills and knowledge required to identify the basic principles of meat, meat processing and meat product manufacture.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

VBP056  MANUFACTURE DAIRY PRODUCTS
Descriptions: This unit covers the skills and knowledge required to understand the principles and concepts behind milk, its use as food and various processes associated with milk product manufacture.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

VBP058  MANUFACTURE FISH AND SEAFOOD PRODUCTS
Descriptions: This unit covers the skills and knowledge required to understand the principles and concepts behind fish and seafood, their use as food and various processes associated with fish and seafood manufacture.
Nominal Hours: 20
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP064  PROCESS NUTS, PULSES AND OTHER SEEDS
Descriptions: This unit covers the skills and knowledge required to process nuts, pulses and seeds used in the food processing industry.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

VBP065  APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY
Descriptions: This unit provides the basic principles associated with the dairy industry. It covers the skills and knowledge required to obtain an overview of the dairy industry.
Nominal Hours: 40
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP066  PRODUCE MARKET MILK AND RELATED PRODUCTS
Descriptions: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of market milk and related products.
Nominal Hours: 50
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP071  APPLY AN UNDERSTANDING OF THE CANNING PROCESS
Descriptions: This unit covers the knowledge required to oversee packaging operations and assess the nature and likely causes of packaging problems. This unit covers the skills and knowledge required to apply the fundamentals of nutrition to the food processing industry.
Nominal Hours: 40
Required Reading: -
Assessment: This module is competency based.

VBP075  APPLY THE FUNDAMENTALS OF NUTRITION
Descriptions: This unit covers the skills and knowledge required to apply the fundamentals of nutrition to the food processing industry.
Nominal Hours: 20
Required Reading: -
Assessment: As per accredited curriculum
VBP076  APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL COMPETENCY UNITS REQUIRED TO COMPLETE THE CERTIFICATE IV

Descriptions: This unit covers the skills and knowledge required to apply manage a dairy plant.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

VBP077  APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

Descriptions: It covers the skills and knowledge required to set up, operate, adjust and shut down a refrigeration and air conditioning systems.
Nominal Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

VBP078  APPLY DAIRY ENGINEERING SYSTEMS

Descriptions: It covers the skills and knowledge required to set up, operate, adjust and shut down dairy engineering systems.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

VBP079  APPLY BASIC PRINCIPLES OF FOOD ENGINEERING

Descriptions: This unit covers the knowledge required to recognise the characteristics and functions of food engineering.
Nominal Hours: 30
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP080  APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING

Descriptions: Units cover the skills and knowledge required to provide basic principles of fluid flow in food processing
Nominal Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

VBP081  APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS

Descriptions: Units cover the skills and knowledge required to co-ordinate the preparation and production of heat transference in the food industry.
Nominal Hours: 30
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP082  APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION

Descriptions: This unit gives you the knowledge and understanding to apply the principles of concentration and dehydration in the workplace.
Nominal Hours: 30
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP083  APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY

Descriptions: This unit gives you the knowledge regard to work in the nutritional biochemistry industry
Nominal Hours: 45
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP084  ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY

Descriptions: This unit gives you the knowledge to analyse the nutritional issues in the food processing industry
Nominal Hours: 80
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP085  PRODUCE FERMENTED DAIRY PRODUCTS

Descriptions: This unit provides the basic principles associated with the production of fermented dairy products.
Nominal Hours: 80
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP086  MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS

Descriptions: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of concentrated and dried dairy products.
Nominal Hours: 80
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.
**SCHOOL OF ENTERPRISE**

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

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

### ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE) (I)

**Course Code:** 21618VIC  
**Campus:** Footscray Nicholson, City King St, Other, (Full Time) and City King (Flexible Delivery).

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

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

**Course Duration:** 2 years  
**Selection Processes:** VTAC

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM894 LAW OF TORTS</td>
<td></td>
</tr>
<tr>
<td>VBM895 LAW OF CONTRACT</td>
<td></td>
</tr>
<tr>
<td>VBM896 PROPERTY LAW</td>
<td></td>
</tr>
<tr>
<td>VBM897 LAW OF EVIDENCE</td>
<td></td>
</tr>
<tr>
<td>VBM898 LEGAL PROCESS</td>
<td></td>
</tr>
<tr>
<td>VBM899 COMMERCIAL LAW</td>
<td></td>
</tr>
<tr>
<td>VBI207 PRACTISE IN A LEGAL ENVIRONMENT</td>
<td>68</td>
</tr>
<tr>
<td>VBM900 THE CONVEYANCING PROCESS</td>
<td></td>
</tr>
<tr>
<td>VBM901 FAMILY LAW</td>
<td></td>
</tr>
<tr>
<td>VBM906 PROBATE AND ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>VBM907 CIVIL PROCEDURE</td>
<td></td>
</tr>
<tr>
<td>VBM909 CRIMINAL LAW</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Units of Study**

(a) Students must complete a minimum four electives units of study from the following list: VBM903 LAND CONTRACTS

<table>
<thead>
<tr>
<th>Elective Units of Study</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS</td>
<td></td>
</tr>
<tr>
<td>VBM905 CONSUMER PROTECTION LAW</td>
<td></td>
</tr>
<tr>
<td>VBM908 ADMINISTRATIVE LAW</td>
<td></td>
</tr>
<tr>
<td>VBM912 LAW OF MARKETING</td>
<td></td>
</tr>
<tr>
<td>VBM913 LEGAL RESEARCH METHOD</td>
<td></td>
</tr>
<tr>
<td>VBM910 CORPORATIONS LAW</td>
<td></td>
</tr>
<tr>
<td>VBP160 EMPLOYMENT LAW</td>
<td></td>
</tr>
</tbody>
</table>

**GRADUATE CERTIFICATE IN MANAGEMENT**

**Course Code:** 21867VIC  
**Campus:** Footscray Nicholson, City King St, Industry.

**About this course:**

**Course Objectives:** This course is ideal for people with significant experience in their chosen industry wishing to gain further advancement into higher levels of management. On completion of this qualification, graduates may in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.

**Careers:** Upper level management in all industries.

**Course Duration:** 1 year  
**Selection Processes:** Direct Entry Employer ChoiceInterview

**Course Structure** To obtain a 21867VIC Graduate Certificate in Management participants are required to successfully complete 5 units of competency. Participants should choose 4 units from Group A as stated in the curriculum documentation, and the additional units from either group A or group B to bring the total nominal hours to between 280 to 320. Core Units

| BSBMKG407A MAKE A PRESENTATION | 30 |
| BSBCMN420A WRITE COMPLEX DOCUMENTS | 50 |
| BSBEMS5401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE | 50 |
| LGADMIN421A PARTICIPATE IN NEGOTIATIONS | 25 |
| BSFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS | 60 |
| BSFLM512A ENSURE TEAM EFFECTIVENESS | 60 |
| BSBMG7614A DEVELOP AND IMPLEMENT DIVERSITY POLICY | 60 |
| BSBMG6102A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS | 60 |

**Technology and E-Business**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN108A DEVELOP KEYBOARD SKILLS</td>
<td></td>
</tr>
<tr>
<td>BSBCMN205A USE BUSINESS TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>BSBCMN241A CREATE AND USE SIMPLE SPREADSHEETS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN306A PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS</td>
<td>120</td>
</tr>
<tr>
<td>BSBADM305A CREATE AND USE DATABASES</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS</td>
<td>100</td>
</tr>
<tr>
<td>BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>BSBFLM510B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>60</td>
</tr>
</tbody>
</table>

**OH&S, FINANCE AND MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN311A MAINTAIN WORKPLACE SAFETY</td>
<td></td>
</tr>
<tr>
<td>BSALF401A MAINTAIN TRUST ACCOUNTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
</tbody>
</table>
CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)
Course Code: 21956VIC

Campus: Other, Secondary Schools in the VETiS program.

About this course: This course aims to introduce secondary school learners to innovative small business operations and entrepreneurial aspects of a small business.

Course Objectives: This qualification will provide graduates with the key foundation skills, knowledge and attributes required for employment in the small business workplace.

Careers: This qualification will provide graduates with the key foundation skills, knowledge and attributes required for employment in the small business workplace.

Course Duration: 1 year

Admission Requirements Other: This is offered to Secondary Schools as a VET in Schools program.

Selection Processes: Direct Entry Interview

Course Structure
Participants are required to successfully complete all 12 units of competency. Participants who have successfully completed individual competency units of the course will receive a Statement of Attainment for the unit (s) of competency completed. Complete all 12 units:

- VPAU699 DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT 20
- VPAU600 UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE 25
- VPAU601 CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION 40
- VPAU602 PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES 25
- VPAU603 CONTRIBUTE TO SMALL BUSINESS PLANNING 25
- VPAU604 UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS 40
- VPAU605 ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS 25
- THCIC502A SHARE IDEAS IN THE WORKPLACE 12
- BSBPR0301A RECOMMEND PRODUCTS AND SERVICES 20
- BSBWOR202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
- FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS 20
- BSB0HS201A PARTICIPATE IN OHS PROCESSES 20

ADVANCED DIPLOMA OF LEGAL PRACTICE
Course Code: 22053VIC

Campus: Footscray Nicholson, Other, City King Campus (Part Time - Flexible Mode of Delivery only),

Course Objectives: The Advanced Diploma of Legal Practice is developed to cater for the training needs of para professionals in the legal practice industry, currently not covered by any training package at this qualification level. It aims to provide graduates with the knowledge and skills required to provide advice on legal services to potential clients, practice in an area of legal interest, manage legal practice operation resources, and interpret legislation.

Careers: Career paths include: Law clerk, Litigation Officer, Conveyance Clerk, Mortgage Clerk, Family Law Executive, Probate Law Clerk, Legal Assistant, Trainee Court Registrar, Compliance Officer, Assistant to Parliamentary Counsel, Victoria Legal Aide, Victoria Police and Land Title Officers.
Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience, Direct or VTAC application

Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry VTAC

Course Structure: To attain the Advanced Diploma of Legal Practice, participants are required to successfully complete: 4 core modules and 4 modules from Electives A & B. Units from Elective A not already a maximum of 2 other endorsed units of competency at Certificate IV, Diploma or Advanced Diploma level may be substituted for Elective B units. One OHS unit must be included. This unit must be completed prior to work placement. Core Units

VU20107  LAW OF TORTS 51
VU20108  LAW OF CONTRACT 51
VU20109  PROPERTY LAW 51
VU20110  LAW OF EVIDENCE 51
VU20111  LEGAL PROCESS 51
VU20112  COMMERCIAL LAW 51
VU20113  PRACTICE IN A LEGAL ENVIRONMENT 68
VU20114  THE CONVEYANCING PROCESS 51
VU20115  FAMILY LAW 51
VU20116  WILLS, PROBATE AND ADMINISTRATION 51
VU20117  CIVIL PROCEDURE 51
VU20118  CRIMINAL LAW 51

Elective A Units

VU20119  LAND CONTRACTS 51
VU20120  MORTGAGES, LEASES AND BUILDING CONTRACTS 51
VU20121  CONSUMER PROTECTION LAW 51
VU20122  ADMINISTRATIVE LAW 51
VU20123  INTELLECTUAL PROPERTY AND BUSINESS LAW 51
VU20124  LEGAL RESEARCH METHOD 51
VU20125  CORPORATIONS LAW 51
VU20126  EMPLOYMENT LAW 51

Elective B Units

BSBINM301A  ORGANISE WORKPLACE INFORMATION 30
BSBCU5301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBRES5401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
FNSICCUS501B  DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES 50
BSBCM4401A  MAKE A PRESENTATION 30
BSBWR7401A  WRITE COMPLEX DOCUMENTS 50
BSBEHS4001B  DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE 50
BSBMGT502B  MANAGE PEOPLE PERFORMANCE 70
BSBWOR502A  ENSURE TEAM EFFECTIVENESS 60
BSBDN601A  DEVELOP AND IMPLEMENT DIVERSITY POLICY 70
BSBMGT616A  DEVELOP AND IMPLEMENT STRATEGIC PLANS 80
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY 50
BSBWOR204A  USE BUSINESS TECHNOLOGY 20
BSBITU304A  PRODUCE SPREADSHEETS 35
BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBADM303B  PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBITU303A  DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBITU301A  CREATE AND USE DATABASES 30
BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS 50
BSBLEG401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS 80
BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBCMN311B  MAINTAIN WORKPLACE SAFETY 40
FNSCONV503B  ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS 50
BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS 50
BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40

CERTIFICATE I IN BUSINESS

Course Code: BSB10107

Campus: Footscray Nicholson, St Albans.

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

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

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Direct application

Admission Requirements VET: School Choice

Selection Processes: Direct Entry Interview Written Application Written Test

Course Structure: Students must successfully complete a minimum of 6 units from 1 core unit plus 5 electives. The 5 elective units must be selected from the elective units listed in the qualification of the BSB07 Business Services Training Package Core Unit:

BSBOHS5201A  PARTICIPATE IN OHS PROCESSES 20

Elective Units: BSBCCM101A  APPLY BASIC COMMUNICATION SKILLS 40
BSBADM101A  USE BUSINESS EQUIPMENT AND RESOURCES 15
BSBLED101A  PLAN SKILLS DEVELOPMENT 20
BSBITU101A  OPERATE A PERSONAL COMPUTER 20
BSBITU102A  DEVELOP KEYBOARD SKILLS 40
BSBIND201A  WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 30
CERTIFICATE II IN BUSINESS (I)
Course Code: BSB20107
Campus: Footscray Nicholson, St Albans, Industry, Other, VETiS: Secondary Schools.
Course Objectives: The course provides students with the knowledge and skills required to perform mainly routine tasks as an administrative officer in a variety of settings working under direct supervision. This unit also prepares the student for entry into the Diploma.
Careers: When you graduate, you will be qualified to be an Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior, Receptionist.
Course Duration: 0. 5 years
Admission Requirements Year 12: Direct entry, written application
Admission Requirements International: IELTS level 5. 5
Admission Requirements Mature Age: Direct application, Written application
Admission Requirements VET: School choice
Selection Processes: Direct Entry Employer Choice
Course Structure You must complete a minimum of 12 units of study: 1 Core and 11 Electives. All units listed below can be delivered to either campus, VETiS or industry mode depending on demand. Core Unit:
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
Elective Units:
FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS 20
BSBCUS201A PROVIDE CUSTOMER SERVICE 40
BSBCMM201A COMMUNICATE IN THE WORKPLACE 40
BSBITU102A DEVELOP KEYBOARD SKILLS 40
BSBITU101A OPERATE A PERSONAL COMPUTER 20
BSBITU201A PRODUCE SIMPLE WORD PROCESSED DOCUMENTS 60
BSBITU203A COMMUNICATE ELECTRONICALLY 20
BSBINM201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT 30
BSBWOR204A USE BUSINESS TECHNOLOGY 20
BSBINM202A HANDLE MAIL 15
BSBWOR203A WORK EFFECTIVELY WITH OTHERS 15
Possible additional elective units for VETiS or Industry:
BSBINM301A ORGANISE WORKPLACE INFORMATION 30
BSBINN201A CONTRIBUTE TO WORKPLACE INNOVATION 35
BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
BSBITU202A CREATE AND USE SPREADSHEETS 30
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBSAM201A IDENTIFY SUITABILITY FOR MICRO BUSINESS 20
BSBSUS201A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 20
B#BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

CERTIFICATE III IN BUSINESS (I)
Course Code: BSB30107
Campus: Footscray Nicholson, St Albans, Industry.
Course Objectives: This qualification provides individuals with a broad range of competencies in the field of administration using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.
Careers: When you graduate, you will be qualified to be a Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.
Course Duration: 0. 5 years
Admission Requirements Year 12: Not Applicable
Admission Requirements International: IELTS level 5. 5
Admission Requirements Mature Age: Direct Entry Also, see below for additional information
Admission Requirements VET: Not Applicable
Admission Requirements Other: Successful completion of Certificate II in Business or you must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Processes: Direct Entry Employer Choice
Course Structure Campus based: Full-time over 6 months or part-time equivalent. Industry/Traineeship: Course duration is 1 year. Students must successfully complete a minimum of 12 units - 1 core unit plus 11 electives.
Core Unit of Study
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
Elective Units of Study
BSBFINA301A MAINTAIN FINANCIAL RECORDS 60
BSBFIA302A PROCESS PAYROLL 30
BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBADM307B ORGANISE SCHEDULES 15
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
BSBTITR301A WRITE SIMPLE DOCUMENTS 30
BSBADM301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
BSBPRO301A RECOMMEND PRODUCTS AND SERVICES 20
BSBCMM401A MAKE A PRESENTATION 30
BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 40
BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS 40
BSBINM301A ORGANISE WORKPLACE INFORMATION 30
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPRO301A</td>
<td>RECOMMEND PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>CUSADM03A</td>
<td>MANAGE A PROJECT</td>
<td>50</td>
</tr>
<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBIND201A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSBFLM303C</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSFELM312B</td>
<td>CONTRIBUTE TO TEAM EFFECTIVENESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBWOR202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>BSBCUS401A</td>
<td>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</td>
<td>40</td>
</tr>
<tr>
<td>BSBINM202A</td>
<td>HANDLE MAIL</td>
<td>15</td>
</tr>
<tr>
<td>BSBLG306A</td>
<td>MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE</td>
<td>40</td>
</tr>
<tr>
<td>FNSICGEN305A</td>
<td>MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS</td>
<td>20</td>
</tr>
<tr>
<td>BSBMED303B</td>
<td>MAINTAIN PATIENT RECORDS</td>
<td>20</td>
</tr>
<tr>
<td>BSBMED305B</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

These units are offered for RPL and traineeships:

**CERTIFICATE III IN MICRO BUSINESS OPERATIONS**

**Course Code:** BSB30307

**Campus:** Footscray Nicholson, St Albans, Werribee, Sunshine, Industry,

**Course Objectives:** This qualification reflects the role of skilled operators who apply a broad range of competencies in varied micro business contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a small team.

**Careers:** Independent Contractor, Micro Business Operator.

**Course Duration:** 3 months

**Selection Processes:** Interview Written Application

**Course Structure** To obtain this qualification, students must complete a total number of 10 units: 5 core units plus 5 elective units. The 5 elective units may be selected from the elective units listed below and/or a Certificate III qualification from any endorsed Training Package, of which 1 unit may be selected from a Certificate II or Certificate IV qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSMB301A</td>
<td>INVESTIGATE MICRO BUSINESS OPPORTUNITIES</td>
<td>30</td>
</tr>
<tr>
<td>BSBSMB302A</td>
<td>DEVELOP A MICRO BUSINESS PROPOSAL</td>
<td>30</td>
</tr>
<tr>
<td>BSBSMB303A</td>
<td>ORGANISE FINANCES FOR THE MICRO BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBSMB304A</td>
<td>DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS</td>
<td>30</td>
</tr>
<tr>
<td>BSBSMB305A</td>
<td>COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS</td>
<td>45</td>
</tr>
</tbody>
</table>

**Elective Units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBFIA301A</td>
<td>MAINTAIN FINANCIAL RECORDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBFIA303A</td>
<td>PROCESS ACCOUNTS PAYABLE AND RECEIVABLE</td>
<td>30</td>
</tr>
<tr>
<td>BSBSMB306A</td>
<td>PLAN A HOMEBASED BUSINESS</td>
<td>25</td>
</tr>
<tr>
<td>BSBSMB307A</td>
<td>SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS</td>
<td>20</td>
</tr>
</tbody>
</table>

**THE MICRO BUSINESS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBREL402A</td>
<td>BUILD CLIENT RELATIONSHIPS AND BUSINESS</td>
<td>20</td>
</tr>
<tr>
<td>BSBWOR302A</td>
<td>WORK EFFECTIVELY AS AN OFFSITE WORKER</td>
<td>25</td>
</tr>
<tr>
<td>BSBITU305A</td>
<td>CONDUCT ONLINE TRANSACTIONS</td>
<td>40</td>
</tr>
<tr>
<td>BSBEMS401A</td>
<td>DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE</td>
<td>50</td>
</tr>
<tr>
<td>BSB60403A</td>
<td>ANALYSE FINANCIAL REPORTS AND BUDGETS</td>
<td>50</td>
</tr>
<tr>
<td>PSPGOV407B</td>
<td>PROVIDE A QUOTATION</td>
<td>20</td>
</tr>
<tr>
<td>BSBSMB403A</td>
<td>MARKET THE SMALL BUSINESS</td>
<td>50</td>
</tr>
<tr>
<td>BSBFIA402A</td>
<td>REPORT ON FINANCIAL ACTIVITY</td>
<td>30</td>
</tr>
<tr>
<td>BSBMKG402B</td>
<td>ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS</td>
<td>60</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN BUSINESS ADMINISTRATION**

**Course Code:** BSB30407

**Campus:** Industry.

**Course Objectives:** This course is offered to industry and as traineeship only. This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

**Careers:** Independent Contractor, Micro Business Operator.

**Course Duration:** 1 year

**Admission Requirements**

- **Year 12:** Successful completion of VCE or equivalent
- **International:** Not Applicable
- **Mature Age:** Direct Application, Written Application
- **VET:** Not Applicable

**Selection Processes:** Direct Entry Employer ChoiceInterview

**Course Structure** Students must successfully complete a minimum of 13 units. ‘A’ 2 core units and 11 electives of which 7 must be selected from administration units in the qualification and 4 other electives selected from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM303B</td>
<td>PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM304B</td>
<td>ADDRESS CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM305B</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

**Elective Units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM303B</td>
<td>PRODUCE TEXTS FROM AUDIO TRANSCRIPTION</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM304B</td>
<td>ADDRESS CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM305B</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

- **BSBADM303B** PRODUCE TEXTS FROM AUDIO TRANSCRIPTION | 30
- **BSBADM304B** ADDRESS CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT | 20
- **BSBADM305B** APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT | 20
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU301A</td>
<td>CREATE AND USE DATABASES</td>
<td>30</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSBCUS301A</td>
<td>DELIVER AND MONITOR A SERVICE TO CUSTOMERS</td>
<td>35</td>
</tr>
<tr>
<td>BSBFIA303A</td>
<td>PROCESS ACCOUNTS PAYABLE AND RECEIVABLE</td>
<td>60</td>
</tr>
<tr>
<td>BSBFIA304A</td>
<td>MAINTAIN A GENERAL LEDGER</td>
<td>60</td>
</tr>
<tr>
<td>BSBDIV301A</td>
<td>WORK EFFECTIVELY WITH DIVERSITY</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM302B</td>
<td>PRODUCE TEXTS FROM NOTES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM311A</td>
<td>MAINTAIN BUSINESS RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>BSBINM302A</td>
<td>UTILISE A KNOWLEDGE MANAGEMENT SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>BSBINN301A</td>
<td>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMM301A</td>
<td>PROCESS CUSTOMER COMPLAINTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBRKG301B</td>
<td>CONTROL RECORDS</td>
<td>40</td>
</tr>
<tr>
<td>BSBRKG302B</td>
<td>UNDERTAKE DISPOSAL</td>
<td>30</td>
</tr>
<tr>
<td>BSBRKG303B</td>
<td>RETRIEVE INFORMATION FROM RECORDS</td>
<td>25</td>
</tr>
<tr>
<td>BSBRKG304B</td>
<td>MAINTAIN BUSINESS RECORDS</td>
<td>30</td>
</tr>
<tr>
<td>BSBRKG305A</td>
<td>REVIEW RECORDKEEPING FUNCTIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBLEG301A</td>
<td>APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG305A</td>
<td>USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS</td>
<td>40</td>
</tr>
<tr>
<td>BSBLEG302A</td>
<td>CARRY OUT SEARCH OF THE PUBLIC RECORD</td>
<td>25</td>
</tr>
<tr>
<td>BSBLEG303A</td>
<td>DELIVER COURT DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>BSBLEG304A</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBLEG308A</td>
<td>ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE</td>
<td>10</td>
</tr>
<tr>
<td>BSBINM303A</td>
<td>HANDLE RECEIPT AND DESPATCH OF INFORMATION</td>
<td>15</td>
</tr>
<tr>
<td>BSBRKG306A</td>
<td>MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE</td>
<td>40</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>ORGANISE SCHEDULES</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM308A</td>
<td>DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)**

Course Code: BSB31007

Campus: Footscray Nicholson, St Albans, Industry.

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

Careers: Legal administrative support role such as Legal Receptionist.

Course Duration: 0.5 years

Selection Processes: Direct Entry, Employer Choice, Interview, Written Application

Course Structure: Students must successfully complete a minimum of 13 units, 2 core plus 5 legal administration units from the legal administration units listed and 4 administration units from the administration units listed for this qualification in BSB07 Business Services Training Package. Plus 2 other elective units selected from the remaining administration units, the remaining legal administration units or the generic business elective units listed or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. The course requires the completion of the following units: Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU307A</td>
<td>DEVELOP KEYBOARDING SPEED AND ACCURACY</td>
<td>50</td>
</tr>
<tr>
<td>BSBOHS201A</td>
<td>PARTICIPE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>BSBLEG301A</td>
<td>APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS</td>
<td>80</td>
</tr>
<tr>
<td>BSBLEG305A</td>
<td>USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS</td>
<td>40</td>
</tr>
<tr>
<td>BSBLEG302A</td>
<td>CARRY OUT SEARCH OF THE PUBLIC RECORD</td>
<td>25</td>
</tr>
<tr>
<td>BSBLEG303A</td>
<td>DELIVER COURT DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>BSBLEG304A</td>
<td>APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBLEG308A</td>
<td>ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE</td>
<td>10</td>
</tr>
<tr>
<td>BSBINM303A</td>
<td>HANDLE RECEIPT AND DESPATCH OF INFORMATION</td>
<td>15</td>
</tr>
<tr>
<td>BSBLEG306A</td>
<td>MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE</td>
<td>40</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>ORGANISE SCHEDULES</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM308A</td>
<td>DESIGN AND PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN FRONTLINE MANAGEMENT

Course Code: BSB31207
Campus: Industry.

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

Careers: Unit Leader, Leading Hand

Course Duration: 1 year

Admission Requirements Year 12: Not Applicable
Admission Requirements International: Not Applicable
Admission Requirements VET: Not Applicable
Admission Requirements Mature Age: Not Applicable
Selection Processes: Employer Choice, Interview

Prerequisite Unit Requirements: There are no entry requirements.

Course Structure: Students must successfully complete 4 core units and 2 elective units. At least 2 of the core units must be selected from the Management Units in the range of Core Units listed and BSBCMN311B. Maintain workplace safety. At least 1 of the elective units must be selected from the Management units listed in the qualification. Elective units are relevant to the work outcome, local industry requirements and the qualification level. Core Units

BSBCMN311B MAINTAIN WORKPLACE SAFETY 40
BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
BSBFLM312B CONTRIBUTE TO TEAM EFFECTIVENESS 40
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

Elective Units
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBFLM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40
SRXGRO002A DEAL WITH CONFLICT 10
BSBCM4401A MAKE A PRESENTATION 30

RPL Units

CERTIFICATE IV IN BUSINESS

Course Code: BSB40207

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.
CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT
Course Code: BSB40407

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

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

Careers: Small Business Manager.

Course Duration: 1 year

Selection Processes: Interview Written Application

Course Structure: Students must successfully complete 4 core units and 6 elective units. The 6 elective units may be selected from the elective units listed in the training package and/or an equivalent level qualification from any endorsed training package. If not listed in the electives list, 1 elective unit may be selected from a Certificate III or Diploma qualification. Electives must be relevant to work outcomes, local industry requirements and the qualification levels. Units selected from other training packages, must not duplicate units selected from or available within the BSB07 Business Services Training Package. Core: BSBADM401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS 60 BBSM401A PLAN SMALL BUSINESS FINANCES 50 BBSM403A MARKET THE SMALL BUSINESS 50 BBSM404A UNDERTAKE SMALL BUSINESS PLANNING 50 Electives: BSB401A MONITOR A SAFE WORKPLACE 50 BSB402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50 BSB403A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30 BSB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS 45 BSB406A MANAGE SMALL BUSINESS FINANCES 60 BSB407A MANAGE A SMALL TEAM 50 BSB408A REPORT ON FINANCIAL ACTIVITY 30 BSB409A PROFILE THE MARKET 50 BSB410A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60 BSB411A COORDINATE BUSINESS RESOURCES 30 BSB412A ANALYSE AND PRESENT RESEARCH INFORMATION 40 BSB413A WORK WITHIN A FRANCHISE 30 BSB414A MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS 60

CERTIFICATE IV IN BUSINESS ADMINISTRATION (I)
Course Code: BSB40007

Campus: Footscray Nicholson, St Albans, City King St.

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

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

Course Duration: 0.5 years
Admission Requirements Year 12: Successful completion of VCE or equivalent
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Employer Choice
Admission Requirements VET: Not Applicable

Selection Processes: Employer Choice, Interview, Written Application

Course Structure: Students must successfully complete 4 core units and 6 elective units. At least 3 of the elective units must be selected from the elective units listed in the qualification. The other 3 elective units may be selected from the remaining elective units listed for the qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package. Core:

- BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE 50
- BSBMGT402A IMPLEMENT OPERATIONAL PLAN 40
- BSHOHS407A MONITOR A SAFE WORKPLACE 50
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50

Elective: BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 40
- BSBPMG510A MANAGE PROJECTS 60
- BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
- BSBWOR404A DEVELOP WORK PRIORITIES 40
- BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
- BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS 40
- BSBREL401A ESTABLISH NETWORKS 35
- BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY 30

CERTIFICATE IV IN LEGAL SERVICES
Course Code: BSB41207

Campus: Footscray Nicholson, St Albans, Industry.

About this course: This course develops the skills and knowledge required to work in a support capacity in a legal office environment. Legal administrative professionals perform legal specific and administrative duties in a range of legal environments including law firms, government departments, courts, business organisations and legal aid.

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

Careers: Legal Assistant/Assistant Paralegal, Legal Secretary, Legal Support Officer, Legal Support for Recruitment Consultant.

Course Duration: 0.5 years

Selection Processes: Direct Entry Employer Choice, Interview, VTAC Written Application

Course Structure: Students must successfully complete a minimum of 10 units: 6 core plus 4 electives. At least 3 of the elective units must be selected from the elective units listed in the qualification of the BSB07 Business Services Training Package. The other 1 elective unit may be selected from the remaining elective units listed or any other currently endorsed national Training Package. If not listed, the elective unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package. Students must successfully complete a minimum of 10 units - 6 core plus 4 electives.

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

Elective Units
- BSBLEG403A MAINTAIN TRUST ACCOUNTS 50
- BSBLEG404A PROVIDE SUPPORT IN PROPERTY LAW MATTERS 60
- BSBLEG405A PROVIDE SUPPORT IN FAMILY LAW MATTERS 60
- BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBLEG406A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS 60
- BSBWOR404A DEVELOP WORK PRIORITIES 40

CERTIFICATE IV IN RECORDKEEPING
Course Code: BSB41707

Campus: Industry.

Course Objectives: This qualification would provide participants with well-developed recordkeeping skills operating in a wide range of records management across the different industry sectors.

Careers: After successful completion of the course, possible jobs relevant to this qualification are Medical Records Officer, Records and Information Officer; Records and Information Clerk.

Course Duration: 1 year

Selection Processes: Direct Entry Employer Choice, Written Application

Prerequisite Unit Requirements: Preferred pathways for candidates considering this qualification include: after achieving the BSB30807 Certificate III in Recordkeeping or other relevant qualifications, providing evidence of competency in the majority of units required for the BSB30807 Certificate III in Recordkeeping or other relevant qualification/s, OR with some vocational experience in recordkeeping but without a formal qualification.

Course Structure: Successful completion of 10 units: 4 core units plus 6 elective units. Complete 4 core units: BSBRKG401B REVIEW THE STATUS OF A RECORD 20
- BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS 20
- BSBRKG403B SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE 40
- BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT 50

Complete 6 elective units:
- BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
### DIPLOMA OF BUSINESS ADMINISTRATION (I)

**Course Code:** BSB50407  
**Campus:** Footscray Nicholson, City King St, St Albans, Industry, Other, Flexible Education.

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

**Careers:** Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

**Course Duration:** 0.5 years  
**Admission Requirements Year 12:** Successful completion of VCE or equivalent  
**Admission Requirements International:** IELTS 5.5  
**Admission Requirements Mature Age:** Direct or VTAC application  
**Admission Requirements VET:** Not Applicable  
**Selection Processes:** Direct Entry Employer ChoiceVTAC Written Application  
**Prerequisite Unit Requirements:** Students would normally progress from Certificate IV in Business Administration to the Diploma level.

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405B</td>
<td>ORGANISE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL402B</td>
<td>FACILITATE GROUP BASED LEARNING</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
</tbody>
</table>

---

### DIPLOMA OF BUSINESS ADMINISTRATION (I)

**Course Code:** BSB50207  
**Campus:** Footscray Nicholson, Industry.

**Course Objectives:** This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

**Careers:** Executive Officer, Program Consultant, Program Coordinator.

**Course Duration:** 9 months  
**Admission Requirements Year 12:** Successful completion of VCE/VCAL or equivalent  
**Admission Requirements International:** Not Applicable  
**Admission Requirements Mature Age:** Direct entry  
**Admission Requirements VET:** Not Applicable  
**Selection Processes:** Direct Entry Employer ChoiceInterview Portfolio  
**Prerequisite Unit Requirements:** Students would normally progress from Certificate III in Business 18 weeks Stage 3 Certificate IV in Business Administration to the Diploma level.

**Course Structure** Students must successfully complete a minimum of 8 units listed in the BSB07 Business Services Training Package for this qualification. Choose 8 units of study: BSBRSKS050A MANAGE RISK 60

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM504B</td>
<td>ORGANISE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL402B</td>
<td>FACILITATE GROUP BASED LEARNING</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
</tbody>
</table>

---

### DIPLOMA OF BUSINESS ADMINISTRATION (I)

**Course Code:** BSB50407  
**Campus:** Footscray Nicholson, City King St, St Albans, Industry, Other, Flexible Education.

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

**Careers:** Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

**Course Duration:** 0.5 years  
**Admission Requirements Year 12:** Successful completion of VCE or equivalent  
**Admission Requirements International:** IELTS 5.5  
**Admission Requirements Mature Age:** Direct or VTAC application  
**Admission Requirements VET:** Not Applicable  
**Selection Processes:** Direct Entry Employer ChoiceVTAC Written Application  
**Prerequisite Unit Requirements:** Students would normally progress from Certificate IV in Business Administration to the Diploma level.

**Course Structure** The Diploma of Business Administration is offered on a full-time basis or part-time equivalent. Part-Time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period. The Diploma of Business Administration is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills. Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply. Stage 1 Certificate II in Business 18 weeks Stage 2 Certificate III in Business 18 weeks Stage 3 Certificate IV in Business Administration 18 weeks Stage 4 Diploma of Business Administration 18 weeks Diploma of Business Administration is offered full time, or part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation. All units listed below can be delivered to either campus or industry mode depending on demand.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405B</td>
<td>ORGANISE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL402B</td>
<td>FACILITATE GROUP BASED LEARNING</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
</tbody>
</table>

---

### DIPLOMA OF BUSINESS ADMINISTRATION (I)

**Course Code:** BSB50407  
**Campus:** Footscray Nicholson, City King St, St Albans, Industry, Other, Flexible Education.

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

**Careers:** Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

**Course Duration:** 0.5 years  
**Admission Requirements Year 12:** Successful completion of VCE or equivalent  
**Admission Requirements International:** IELTS 5.5  
**Admission Requirements Mature Age:** Direct or VTAC application  
**Admission Requirements VET:** Not Applicable  
**Selection Processes:** Direct Entry Employer ChoiceVTAC Written Application  
**Prerequisite Unit Requirements:** Students would normally progress from Certificate IV in Business Administration to the Diploma level.

**Course Structure** The Diploma of Business Administration is offered on a full-time basis or part-time equivalent. Part-Time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period. The Diploma of Business Administration is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills. Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply. Stage 1 Certificate II in Business 18 weeks Stage 2 Certificate III in Business 18 weeks Stage 3 Certificate IV in Business Administration 18 weeks Stage 4 Diploma of Business Administration 18 weeks Diploma of Business Administration is offered full time, or part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation. All units listed below can be delivered to either campus or industry mode depending on demand.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405B</td>
<td>ORGANISE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL402B</td>
<td>FACILITATE GROUP BASED LEARNING</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL403B</td>
<td>FACILITATE INDIVIDUAL LEARNING</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>MANAGE MEETINGS</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>80</td>
</tr>
</tbody>
</table>
DIPLOMA OF LEGAL SERVICES
Course Code: BSB51007
Campus: Footscray Nicholson.

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

Careers: -

Course Admission Requirements Other: Successful completion of VCE/VCAL or equivalent, Written Application, Written Test, Interview, ENTER Score.

Selection Processes: Direct Entry Interview Written Application Written Test

Course Structure 6 months full-time for VCE students, 2 years customised for the African Community (incorporating Cert III and Cert IV units). Students must successfully complete a minimum of 8 units - 5 core plus 3 electives.

Core Units
- BSBLG412A INTERPRET AND APPLY LEGISLATION 120
- BSBLG650A RUN A FILE 80
- BSBLG501A OBTAIN INFORMATION FROM A CLIENT 60
- BSBLG650A DRAFT LEGALLY BINDING DOCUMENTS 80
- BSBRSL501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS 80

Elective Units
- Africa Community
  - BSBLG650A ASSIST WITH THE DISCOVERY PROCESS 50
  - BSBLG650A ATTEND PRE-TRIAL NEGOTIATIONS 90
  - BSBLG630A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS 80
  - BSBLG630A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE 10
  - BSBLG640A INTERACT WITH OTHER PARTIES 30
  - BSBLG630A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
  - BSBLG630A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
  - BSBLG650A BE A COMMUNITY LEADER 60
  - CHCOD8B SUPPORT COMMUNITY ACTION 90
  - CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION 90
  - CHCOD7B SUPPORT COMMUNITY RESOURCES 30

- VCE Students
  - BSBLG650A ASSIST WITH THE DISCOVERY PROCESS 50
  - BSBLG650A ATTEND PRE-TRIAL NEGOTIATIONS 90
  - BSBLG640A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS 60
  - BSBLG640A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS 60

DIPLOMA OF RECORDKEEPING
Course Code: BSB51707
Campus: Industry.

About this course: This qualification will provide you with the practical skills and knowledge to undertake a range of tasks related to the management of business or records systems. You will be able to evaluate and select records management systems from a variety of technological solutions and make sound and reliable management decisions.

Course Objectives: This qualification will provide skills and knowledge in information and records management and use a range of specialised, technical or managerial competencies to ensure that business or records systems function effectively within an organisation. Typically they will work closely with other members of an organisation and have a high degree of autonomy with regards to business or records systems.

Careers: After successful completion of the course, possible jobs relevant to this qualification are Records and Information Coordinator, Records and Information Supervisor, Records and Information Team Leader.

Course Duration: 0.5 years

Selection Processes: Direct Entry Employer Choice Interview Written Application

Prerequisite Unit Requirements: Preferred pathways for candidates considering this qualification include: after achieving the BSB41707 Certificate IV in Recordkeeping or other relevant qualification/s; OR providing evidence of competency in the majority of units required for the BSB41707 Certificate IV in Recordkeeping or other relevant qualification/s; OR with vocational recordkeeping experience, but without a formal qualification.

Course Structure The Diploma of Recordkeeping requires the completion of 8 units of competency made up of: 3 core unit PLUS 5 elective units. At least 2 of the elective units must be selected from the elective units listed in the Training Package for this
FACTOR OF WORKFORCE DEVELOPMENT

qualification or from an equivalent level qualification within the BSB07 Business Services Training Package. The remaining 3 elective units may be selected from either the elective units listed for this qualification or from the Business Services Training Package or any other currently endorsed national Training Package. Complete 3 core units:

BSBRKG502B  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
BSBRKG505B  DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM 30
BSBRKG506A  DEVELOP AND MAINTAIN TERMINOLOGY AND CLASSIFICATION SCHEMES 30

Complete 5 elective units:

BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE 40
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
BSBPMG510A  MANAGE PROJECTS 60
BSBWORS501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBWORS502A  ENSURE TEAM EFFECTIVENESS 60
BSBADM502B  MANAGE MEETINGS 30
BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40

CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)
Course Code: CPP40307

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

Careers: Agents’ representative and/or licensed estate agent.

Course Duration: 2 years

Selection Processes: Direct Entry Interview

Course Structure: At the completion of CPPDSM4007A, CPPDSM4008A and CPPDSM4008A, students will need to be employed as an agents’ representative for a period of 1 year prior to completing the full qualification. All units must be completed to obtain this qualification and meet the licensing requirements. Complete all units:

CPPDSM4007A  IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK 30
CPPDSM4008A  IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK 30
CPPDSM4008A  WORK IN THE REAL ESTATE INDUSTRY 20
CPPDSM4001A  ACT AS A BUYER’S AGENT 20
CPPDSM4002A  APPRAISE PROPERTY 40
CPPDSM4002A  CONDUCT AUCTION 40
CPPDSM4003A  ENSURE ESTATE AGENCY RELATIONS 30
CPPDSM4004A  ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS 20
CPPDSM4005A  PREPARE AND PRESENT PROPERTY REPORTS 30
CPPDSM4006A  PREPARE FOR AUCTION AND COMPLETE SALE 20
CPPDSM4007A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
CPPDSM4008A  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
CPPDSM4009A  MANAGE PROJECTS 60

DIPLOMA OF FINANCIAL SERVICES (CONVEYANCING)
Course Code: FNS50604
Campus: Footscray Nicholson.

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

Careers: Conveyancers

Course Duration: 3 years

Admission Requirements Year 12:

Admission Requirements International:

Admission Requirements Mature Age:

Admission Requirements VET:

Selection Processes: Direct Entry Interview

Course Structure: The course is delivered part-time over three years. Core Units of Study

FNSICGEN301B  COMMUNICATE IN THE WORKPLACE 30
FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE 50
FNSICGEN304B  APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSICIND401B  APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units of Study

FNSCONV501B  TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION 120
FNSCONV502B  PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS 100
FNSCONV503B  ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS 50
FNSCONV504B  FINALISE CONVEYANCING TRANSACTIONS 30
FNSICORG510B  MANAGE OWN PROFESSIONAL DEVELOPMENT 40
FNSICUS501B  DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS 50

Elective Units of Study

A minimum of two elective units. They may be selected as follows: - All 2 elective
units may be selected from the Financial Services Training Package (FNS04) at the Certificate IV, Diploma and Advanced Diploma level. - Of the 2 electives, maximum of 1 elective unit may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification.

- The choice of electives from other Training Packages or at lower or higher levels should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.

- The units listed below are suggested as electives

- See Levels Chart for full list of units available in the Financial Services Training Package FNS04

FNSICORG6005B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS 50
FNSICORG6011B MANAGE THE STAFF TRAINING FUNCTION 50
FNSICORG6021B RECRUIT, SELECT AND INDUCT STAFF 40
FNSICORG6043B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM 60
FNSICORG606B MANAGE FLOW OF INFORMATION 60
BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS 80
FNSICORG603B NEGOTIATE TO ACHIEVE GOALS AND MANAGE DISPUTES 50
FNSICOV601B OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION 60

CERTIFICATE III IN LOCAL GOVERNMENT
Course Code: LGA30104
Campus: Industry, Other.
About this course: Offered to industry only.

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

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

Course Selection Processes: Direct Entry

Course Structure: 1 year part time. Part time. Core Units

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

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES 40
LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE 50
LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS 20
LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT 40
LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT 40
LGAGOV303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS 60
LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT 30
LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES 40

Elective Units

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

CERTIFICATE IV IN LOCAL GOVERNMENT
Course Code: LGA40104
About this course: The Certificate IV in Local Government reflects the role of employees in Local Government who perform a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provide some leadership and guidance to others in the application and planning of the skills.

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

Careers: Participants who complete this qualification would attain the necessary skills to undertake work requiring the core competencies needed to work in Local Government at a level that includes evaluation and analysis, establishing criteria for improvement and the provision of leadership and guidance to others.

Course Duration: 2 years

Admission Requirements Year 12: Not Applicable
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Not Applicable
Admission Requirements VET: Not Applicable
Admission Requirements Other: Employer Choice

Selection Processes: Direct Entry Employer Choice

Course Structure: Complete 12 units: 4 or more Common Pool Units and 8 elective units may be from: - any section of the Local Government Training Package and/or any other endorsed Training Package at Certificate IV level. - Note: No more than four elective units may be imported. - Note: No more than one elective unit may be drawn from an AQF level below or above the AQF level of this qualification Common Units: Select a minimum of 4 units: LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE 30
LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT 60
LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT 40
LGACORE501B PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL 30
LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS 40
LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE 40
LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS 40
LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS 15
LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION 20
LGACOM4078 MANAGE FINANCES WITHIN A BUDGET 40
LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS 50
LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS 40
LGACOM503B PREPARE A BUDGET 40
LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS 40
LGACOM603B  DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES  60
LGAGOV410B  MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION  50
LGACOMP024A  DEVELOP COMMUNITY RELATIONS  0
LGACOMP025A  MANAGE A LOCAL GOVERNMENT PROJECT  60
LGACOMP026A  PROVIDE TEAM LEADERSHIP  40
LGACORE603B  REPRESENT COUNCIL'S ROLE AND VALUE IN THE COMMUNITY  40

Elective Units: BSBITU302A  CREATE ELECTRONIC PRESENTATIONS  20
BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  100
BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS  50
BSBADM405B  ORGANISE MEETINGS  20
BSBWR404A  DEVELOP WORK PRIORITIES  40
BSBCUS402A  ADDRESS CUSTOMER NEEDS  50
BSBLED401A  DEVELOP TEAMS AND INDIVIDUALS  40
BSBMKG413A  PROMOTE PRODUCTS AND SERVICES  40
LGACOMP007A  PARTICIPATE IN POLICY DEVELOPMENT  30

Units for RPL and traineeships. These units may also be electives for the on campus program.

CERTIFICATE III IN GOVERNMENT

Course Code: PSP30104
Campus: Industry, Other, Delivered to industry only.

Course Objectives: This generalist qualification covers entry level competencies for a career in the public sector, with a particular focus on meeting the ethical and legislative requirements of public service while undertaking a diverse range of work activities which are generalist in nature.

Course Selection Processes:

Course Structure Part Time 2 Years. Part Time. Core Units

PSPETHC301B  UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE  30
PSPGOV301B  WORK EFFECTIVELY IN THE ORGANISATION  20
PSPGOV302B  CONTRIBUTE TO WORKGROUP ACTIVITIES  30
PSPGOV308B  WORK EFFECTIVELY WITH DIVERSITY  30
PSPGOV312A  USE WORKPLACE COMMUNICATION STRATEGIES  30
PSPLGEN301B  COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR  25
PSPOHS301A  CONTRIBUTE TO WORKPLACE SAFETY  30

PSPGOV305B  ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS  30
PSPGOV306B  IMPLEMENT CHANGE  30
PSPGOV307B  ORGANISE WORKPLACE INFORMATION  20
PSPGOV309A  ADDRESS CLIENT NEEDS  30
PSPGOV310A  WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS  30
PSPGOV311A  WORK WITH A COACH OR MENTOR  20
PSPGOV313A  COMPOSE WORKPLACE DOCUMENTS  30
PSPGOV314A  CONTRIBUTE TO CONFLICT MANAGEMENT  30
PSPGOV315A  GIVE AND RECEIVE WORKPLACE FEEDBACK  40
PSPCRT301A  AUDIO RECORD COURT PROCEEDINGS  30
PSPSCI301A  ASSESS WITH SCIENTIFIC TECHNICAL SUPPORT  30
PSPSCI302A  SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION  35
PSPSCI303A  UNDERTAKE SCIENTIFIC / TECHNOLOGICAL RESEARCH  40
BSBADM301A  PRODUCE TEXTS FROM SHORTHAND NOTES  100
BSBADM303A  PRODUCE TEXTS FROM AUDIO TRANSCRIPTION  30
BSBADM306A  CREATE ELECTRONIC PRESENTATIONS  20
BSBEUS309A  UNDERTAKE E-LEARNING  35
BSBMKG301A  RESEARCH THE MARKET  60
BSBMKG302A  IDENTIFY MARKETING OPPORTUNITIES  60
BSBMKG303A  DRAFT AN ELEMENTARY MARKETING AUDIT REPORT  40
BSBRKG302A  CONTRIBUTE TO DISPOSAL  25
BSBRKG303A  RETRIEVE INFORMATION FROM RECORDS  30
BSBRKG304A  MAINTAIN BUSINESS RECORDS  30
CHCCD7B  SUPPORT COMMUNITY RESOURCES  30
PUAWER001A  IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS  2
PUAWER004A  RESPOND TO WORKPLACE EMERGENCIES  2
PUAWER008A  CONFINE SMALL WORKPLACE EMERGENCIES  7

CERTIFICATE IV IN GOVERNMENT

Course Code: PSP40104
Campus: Industry, Other, Delivered to industry only.

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

Careers: -

Course Selection Processes: Direct Entry

Course Structure 2 Years Part time. Full-time and Part Time. Core Units

PSPETHC401A  UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE  40
PSPGOV402B  DELIVER AND MONITOR SERVICE TO CLIENTS  30
PSPGOV408A  VALUE DIVERSITY  30
School of Enterprise

PSPGOV412A  USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES 50
PSPGOV422A  APPLY GOVERNMENT PROCESSES 30
PSPLEGN401A  ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 30
PSPPOL404A  SUPPORT POLICY IMPLEMENTATION 30

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

Elective Units B
Select a minimum of seven electives from those following, and/or from anywhere in this Training Package, packaged at the same or a higher level, and/or from any other set of endorsed standards packaged at the same or a higher level in accordance with the requirements of those standards, provided that the units selected do not duplicate content covered in any PSP units.
PSPGOV403B  USE RESOURCES TO ACHIEVE WORK UNIT GOALS 30
PSPGOV405B  PROVIDE INPUT TO CHANGE PROCESSES 40
PSPGOV407B  PROVIDE A QUOTATION 20
PSPGOV410A  UNDERTAKE CAREER PLANNING 30
PSPGOV413A  COMPOSE COMPLEX WORKPLACE DOCUMENTS 40
PSPGOV415A  PROVIDE WORKPLACE COACHING 40
PSPGOV417A  IDENTIFY AND TREAT RISKS 60
PSPGOV419A  WORK WITH INTERPRETERS 30
PSPGOV421A  EXERCISE DELEGATIONS 30
PSPGOV404B  DEVELOP AND IMPLEMENT WORK UNIT PLANS 30
PSPGOV406B  GATHER AND ANALYSE INFORMATION 30
PSPGOV409A  PROVIDE SUPPORT TO PARLIAMENT 60
PSPGOV411A  DEAL WITH CONFLICT 30
PSPGOV414A  PROVIDE WORKPLACE MENTORING 40
PSPGOV416A  MONITOR PERFORMANCE AND PROVIDE FEEDBACK 40
PSPGOV418A  DEVELOP INTERNAL AND EXTERNAL NETWORKS 30
PSPGOV420A  USE TRANSLATION SERVICES 40
PSPPOL402A  ASSIST WITH SPECIALIST POLICY DEVELOPMENT 30
PSPPOL403A  GIVE AND RECEIVE POLICY INFORMATION 0
PSPPOL401A  PROVIDE SCIENTIFIC TECHNICAL SUPPORT 30
PSPPOL402A  PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION 40
PSPPOL403A  ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH 40
BSBEBUS402A  IMPLEMENT E-CORRESPONDENCE POLICIES 20
BSBEBUS403A  COMMUNICATE ELECTRONICALLY 30
BSBEBUS406A  MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT 50
BSBEBUS407A  REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE 50
BSBMKG401A  PROFILE THE MARKET 60
BSBMKG402A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
BSBMKG403A  ANALYSE MARKET DATA 60
BSBMKG404A  FORECAST MARKET AND BUSINESS NEEDS 60
BSBMKG405A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES 40
BSBMKG407A  MAKE A PRESENTATION 30
BSBRKG401A  REVIEW THE STATUS OF A RECORD 20
CHCDD1B  SUPPORT COMMUNITY PARTICIPATION 50
CHCDD2B  PROVIDE COMMUNITY EDUCATION PROJECTS 50
CHCDD4B  DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
CHCDD13C  WORK WITHIN SPECIFIC COMMUNITIES 70
CHCMED404A  FACILITATE THE MEDIATION PROCESS 70
CHCMED405A  FACILITATE INTERACTION BETWEEN CLIENTS 50
CHCMED406A  CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS 50
CHCMED409B  FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES 50
CHCORG25B  RECRUIT AND CO-ORDINATE VOLUNTEERS 70
PUAWER005A  OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION 7

Certificate IV in Government (Court Services)
Course Code: PSP40404

Campus: Industry.

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

Careers: This course will provide skills to work in the Local/Magistrate's Court, duties including bench clerking and working in the registry.

Course Duration: 2 years

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

Selection Processes: Employer Choice Written Application

Course Structure To obtain this qualification, learners must successfully complete 15 units: 7 core and 8 electives. Core Units
PSPETHC401A  UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE 40
PSPGOV402B  DELIVER AND MONITOR SERVICE TO CLIENTS 30
PSPGOV408A  VALUE DIVERSITY 30
PSPGOV412A  USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES 50
PSPGOV422A  APPLY GOVERNMENT PROCESSES 30
PSPLEGN401A  ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 30
PSPPOL404A  SUPPORT POLICY IMPLEMENTATION 30

Elective Units
One unit from the following:
PSPOHS301A  CONTRIBUTE TO WORKPLACE SAFETY 30
PSPOHS401B  IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS 35

Four units from the following:
DIPLOMA OF GOVERNMENT
Course Code: PSP50104

Campus: Industry.

About this course: This course is offered to industry only. This qualification completes the suite of Certificate III and Certificate IV in Government series. It provides training opportunities to middle and senior management staff in State and Federal government departments.

Course Objectives: This qualification covers the competencies required for independent and self-directed work in the public sector. There may be supervisory responsibilities rather than specialist management competencies, which are catered for in the Diploma of Government (Management). The qualification is particularly suited to those working in an environment where there is a range of responsibilities which are diverse in nature rather than within a narrow specialisation and/or they work in small or regionally based organisations.

Careers: Customer Service Manager, Government Administration.

Course Duration: 2 years

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

Selection Processes: Direct Entry Employer Choice Written Application

Course Structure: Learners are required to complete 11 units: 6 core units and 5 electives. Core Units:

- PSPOH5501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40
- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25

Elective Units:

- PSPGOV503B COORDINATE RESOURCE ALLOCATION AND USAGE 40
- PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING 50
- PSPGOV507A UNDERTAKE NEGOTIATIONS 50
- PSPGOV508A MANAGE CONFLICT 50
- PSPGOV509A CONDUCT EVALUATIONS 50
- PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT 50
- PSPGOV511A PROVIDE LEADERSHIP 50
- PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS 40
- PSPGOV514A FACILITATE CHANGE 50
- PSPGOV517A COORDINATE RISK MANAGEMENT 50
- PSPGOV518A BENCHMARK PERFORMANCE 70
- PSPGOV519A MANAGE PERFORMANCE 50
- PSPGOV521A COLLECT STATISTICAL DATA 40
- PSPGOV522A PROCESS STATISTICAL DATA 40
- PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES 50
- PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES 50
- PSPGOV524A INTERPRET DATA AND RELATED STATISTICS 50
- PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 60
- PSPGOV502B DEVELOP CLIENT SERVICES 40

DIPLOMA OF GOVERNMENT (COURT SERVICES)
Course Code: PSP50304

Campus: Industry.

About this course: This course is offered to industry only. This specialist qualification covers the competencies required by Court Officers, Sheriff’s Officers, Bailiffs or Marshals. There are 2 discrete streams catered for within the qualification: – the management of court services stream and the court compliance stream for those who have supervisory responsibilities for a small team, carry out the directions of the court and ensure a secure and efficient environment in which the court can function.

Course Objectives: The course aims to provide competencies required for independent and self-directed work in the public sector, in particular, the Court Administration and Services area.

Careers: Court Officers, Sheriff’s Officers, Bailiffs or Marshals.

Course Duration: 2 years

Admission Requirements Other: Students must demonstrate that they have reasonable prospect of successfully completing the course.

Selection Processes: Interview Written Application Written Test

Course Structure: Complete 11 units: 6 core units and 5 electives. Complete 6 Core Units of Study

- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPCR1601A MANAGE COURT PRACTICE AND PROCESS 50
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV502B DEVELOP CLIENT SERVICES 40
- PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
DIPLOMA OF GOVERNMENT (PROJECT MANAGEMENT)
Course Code: PSP51304
Campus: Industry, Off-shore, Other, Samoa,
About this course: This specialist qualification covers the competencies required of persons responsible for the coordination of personnel responsible for the management of projects. This course is currently offered off shore and to industry only.
Course Objectives: This specialist qualification covers the competencies required of persons responsible for the coordination of personnel responsible for the management of projects. Electives will reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of electives is possible in the qualification packaging rules. Electives will be drawn from other Training Packages to reflect the work context and career plans of the individual.
Careers: Project managers and project co-ordinators.
Course Duration: 0.5 years
Selection Processes: Direct Entry Employer Choice
Course Structure To qualify for the PSP51304 Diploma of Government (Project Management) participants must successfully complete a total of 11 units of study, comprising of 10 core units and 1 elective in accordance with the packaging rules specified in PSP04 Public Sector Training Package.
Core Units
PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
PSPGOV505A PROMOTE DIVERSITY 50
PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
PSPGOV517A COORDINATE RISK MANAGEMENT 50
PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40
PSPPMS01B DESIGN COMPLEX PROJECTS 80
PSPPMS02B MANAGE COMPLEX PROJECTS 80
PSPPMS03B CLOSE COMPLEX PROJECTS 80
Elective Units:
TAADEL402B FACILITATE GROUP BASED LEARNING 20

CERTIFICATE II IN RETAIL
Course Code: SIR20207
Campus: Footscray Nicholson, City King St, Industry.
About this course: This course provides students with standard entry-level qualification for the retail industry. It is suitable for those wishing to develop the skills and knowledge to begin a career in the retail industry.
Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills in a defined context.
Careers: Sales Assistant, Customer Service Representative, Crew Member, Checkout Operator.
Course Duration: 3 months
Admission Requirements Year 12: Direct Application
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Direct
Admission Requirements VET: Not applicable
Admission Requirements Other: Employer Choice
Selection Processes: Direct Entry Employer Choice
Course Structure Students must successfully complete 9 core units plus 3 units from the Retail Training Package in either Elective Units Groups A, A1 General Selling or Elective Units Group B, A1 General Food Selling, plus an additional 2 electives.
Core Units
SIRXCCS001A APPLY POINT-OF-SALE HANDLING PROCEDURES 20
SIRXCCS002A INTERACT WITH CUSTOMERS 30
SIRXCLM001A ORGANISE AND MAINTAIN WORK AREAS 20
SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40
SIRXICT001A OPERATE RETAIL TECHNOLOGY 20
SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXINV001A PERFORM STOCK CONTROL PROCEDURES 35
SIRXOH5001A APPLY SAFE WORKING PRACTICES 20
SIRXRSK001A MINIMISE THEFT 20
Elective Units
SIRXSLS001A SELL PRODUCTS AND SERVICES 20
SIRXSLS002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXMER001A MERCHANDISE PRODUCTS 30
SIRXFIN001A BALANCE POINT-OF-SALE TERMINAL 20
SIRRRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35
SITXOH5002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SIRRFSA001A APPLY RETAIL FOOD SAFETY PRACTICES 40
SIRXMER005A CREATE A DISPLAY 35
SIRXME003A PREPARE AND DISPLAY FAST FOOD ITEMS 25
SIRRRPK003A ADVISE ON FAST FOOD PRODUCTS 20
SIRXRSK003A APPLY STORE SECURITY SYSTEMS AND PROCEDURES 35
CERTIFICATE III IN RETAIL
Course Code: SIR30207
Campus: Footscray Nicholson, City King St, Industry.

About this course: This course is offered as a traineeship where work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

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

Careers: Sales Assistant, Customer Service Representative, Crew Leader, Shift Manager, Team Leader, Department Manager, Assistant Store Manager, Checkout Supervisor, Merchandise Coordinator.

Course Duration: 1 year

Admission Requirements Year 12: Not Applicable
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Not applicable
Admission Requirements VET: Not applicable
Admission Requirements Other: Direct Application.

Selection Processes: Direct Entry Interview User Choice (Apprenticeships) Written Application

Prerequisite Unit Requirements: Core units in SIR20207 Certificate II in Retail or sufficient relevant retail employment experience.

Course Structure: Students must successfully complete 3 core units and 7 elective units. A minimum of 5 elective units must be selected from the Elective Units. A maximum of 2 of these electives may be selected from the Product Knowledge functional category. A maximum of 2 electives may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate III or IV qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core units:
- SIRXHS002A MAINTAIN STORE SAFETY 35
- SIRXRS002A MAINTAIN STORE SECURITY 20
- SIRXCC003A COORDINATE INTERACTION WITH CUSTOMERS 35

Elective units:
- SIRXMG001A COORDINATE WORK TEAMS 35
- SIRXME005A MAINTAIN EMPLOYEE RELATIONS 35
- SIRXMP001A CREATE A DISPLAY 35
- SIRXSL003A COORDINATE SALES PERFORMANCE 35
- SIRXSL004A BUILD RELATIONSHIPS WITH CUSTOMERS 35
- SIRRPX014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35
- SIRRFS002A MONITOR FOOD SAFETY PROGRAM 35
- SIRXINV002A MAINTAIN AND ORDER STOCK 35
- SIRXQU001A DEVELOP INNOVATIVE IDEAS AT WORK 35
- SIRXF003A PRODUCE FINANCIAL REPORTS 35
- SITFH001A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15
- SITXF001A IMPLEMENT FOOD SAFETY PROCEDURES 40
- SIRXSL001A SELL PRODUCTS AND SERVICES 20

Students must successfully complete 3 core units and 7 elective units. A maximum of 2 of these electives may be selected from the Product Knowledge functional category. A maximum of 2 electives may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate III or IV qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Course Structure: Students must successfully complete 3 core units and 7 elective units. A minimum of 5 elective units must be selected from the Elective Units. A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate IV or Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors). Core units: SIRXME004A MANAGE MERCHANDISE AND STORE PRESENTATION 35

CERTIFICATE IV IN RETAIL MANAGEMENT
Course Code: SIR40207
Campus: Industry.

About this course: This course is offered as a traineeship in first line management level where work would be undertaken in various retail and wholesale settings.

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

Careers: Store Manager, Department Manager, Merchandise Manager, Sales Manager, Customer Service Manager, Shift Manager.

Course Duration: 1 year

Admission Requirements Year 12: Not applicable
Admission Requirements International: Not applicable
Admission Requirements Mature Age: Not applicable
Admission Requirements VET: Not applicable
Admission Requirements Other: Direct Application Employer Choice

Selection Processes: Interview User Choice (Apprenticeships) Written Application

Prerequisite Unit Requirements: SIRXIND001A SIRXCOM001A AND SIRXCC003A SIRXHS002A SIRXRS002A SIRXSL004A OR SIRWLS003A SIRXCC006A SIRXSL004A Work effectively in a retail environment Communicate in the workplace Coordinate interaction with customers Maintain store safety Maintain store security Build relationships with customers Optimise customer and territory coverage Maintain business to business relationships Build relationships with customers

Course Structure: Students must successfully complete 3 core units and 7 elective units. A minimum of 5 elective units must be selected from the Elective Units. A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate IV or Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors). Core units: SIRXME004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
### DIPLOMA OF RETAIL MANAGEMENT

**Course Code:** SIR50107  
**Campus:** Industry.

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

**Careers:** Store Manager, Merchandise Manager, Buyer, Sales Manager

**Course Duration:** 1 year

**Selection Processes:** Employer ChoiceInterview Written Application

**Course Structure**

Students must successfully complete 2 core units and 7 elective units. A minimum of 4 elective units must be selected from the Elective Units list. A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which first appear within a Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors Prerequisite Units of Study)

<table>
<thead>
<tr>
<th>Core Units of Study</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45</td>
<td>SIRXFIN005A MANAGE OPERATIONS TO BUDGET 60</td>
</tr>
<tr>
<td>SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40</td>
<td>SIRXMGT005A SET STRATEGIC PLANS 80</td>
</tr>
<tr>
<td>Plus one of the following</td>
<td></td>
</tr>
<tr>
<td>SIRXCS003A COORDINATE INTERACTION WITH CUSTOMERS 35</td>
<td></td>
</tr>
<tr>
<td>SIRXSLS004A BUILD RELATIONSHIPS WITH CUSTOMERS 35</td>
<td></td>
</tr>
<tr>
<td>Core Units of Study</td>
<td></td>
</tr>
</tbody>
</table>
Below are subject details for courses offered by the School of Enterprise in 2011.

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

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

BSALPP301A  APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS
Descriptions: Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.
Nominal Hours: 80
Required Reading: No required reading.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSALPP401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Descriptions: Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
Nominal Hours: 120
Required Reading: No required reading.
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM101A  USE BUSINESS EQUIPMENT AND RESOURCES
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.
Nominal Hours: 15
Required Reading: No required reading.
Assessment: Oral and written questioning, practical demonstration, test.

BSBADM301A  PRODUCE TEXTS FROM SHORTHAND NOTES
Descriptions: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
**BSBADM308A  PROCESS PAYROLL**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit covers processing of payroll from provided data in manual or computer-based payroll systems.

**Nominal Hours:** 30

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training.

**Assessment:** Tests, assignments, classwork. Traineeships: Training record book, observation, demonstration, written/oral test/worksheets.

---

**BSBADM309A  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE**

**Descriptions:** This unit covers maintenance of accounts payable and accounts receivable records, processing of payments to creditors, and handling overdue accounts receivable.

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** Tests, assignments, classwork

---

**BSBADM310A  MAINTAIN A GENERAL LEDGER**

**Descriptions:** This unit covers preparing a general journal, posting journal entries to the general ledger and preparing a trial balance.

**Nominal Hours:** 60

**Assessment:** Tests, assignments, classwork

---

**BSBADM311A  MAINTAIN BUSINESS RESOURCES**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 15

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

---

**BSBADM401A  PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES**

**Locations:** Footscray Nicholson, St Albans, Industry.

**Descriptions:** Take dictation using shorthand; Produce complex texts; Edit and revise texts.

**Nominal Hours:** 50
BSBADM406B ORGANISE BUSINESS TRAVEL

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.

Nominal Hours: 20


Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM407B ADMINISTER PROJECTS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.

Nominal Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: participants would be employed in the workplace. They will be assessed through a variety of workplace activities and work-based projects. All activities will be customised to their industry requirements.

BSBADM408A PREPARE FINANCIAL REPORTS

Descriptions: Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.

Nominal Hours: 40

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

BSBADM409A COORDINATE BUSINESS RESOURCES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION


Descriptions: This unit describes the performance outcomes, skills and knowledge required to transcribe court, parliamentary, police telephone scripts, or medical proceedings and to produce complex and accurate transcriptions within specified time frames. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: -

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM502B MANAGE MEETINGS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

Nominal Hours: 30

Required Reading: There are no required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM503B PLAN AND MANAGE CONFERENCES

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS

Descriptions: Plan or review administration systems; Implement new or modified administration system; Monitor administration system.

Nominal Hours: 50

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded
BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

Nominal Hours: 80

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based. Graded RPL. Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBATSIM513B OVERSEE RECRUITMENT AND INDUCTION OF STAFF

Locations: Industry.

Descriptions: This unit covers overseeing the recruitment and induction of new staff and the on-going supervision, assessment and support of staff, including voluntary staff. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCCO202A CONDUCT DATA COLLECTION

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to collect primary data for market research and opinion poll research activities by telephone or similar means.

Nominal Hours: 40

Required Reading: No required text

Assessment: Assessment methods may include: direct questioning, direct observation of adherence to call/contact guide, review of accuracy and quality of data recorded, direct observation of dealing with difficult contact and review of quality assurance records.

BSBCMM101A APPLY BASIC COMMUNICATION SKILLS

Locations: Footscray Nicholson, St Albans.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Nominal Hours: 40


Assessment: Oral and written questioning, practical demonstration, test.

BSBCMM201A COMMUNICATE IN THE WORKPLACE

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to communicate in the workplace. It includes gathering, conveying and receiving information together with completing routine written correspondence.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCMM301A PROCESS CUSTOMER COMPLAINTS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.

Nominal Hours: 30


Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCMM401A MAKE A PRESENTATION

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

Nominal Hours: 30
Facility of Workforce Development

Required Reading: No required reading for Traineeship program or Marketing/International Business. For Diploma of Specialist Make-up Services courses: Make a presentation. School of Personal Services. (2009). Melbourne: Vic Uni

Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment; written report, written test. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with preparation, delivery and evaluation of at least 2 presentations related to the candidates occupation combined with a review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBCM205A USE BUSINESS TECHNOLOGY


Descriptions: Select and use technology; Process and organise data; Maintain technology.

Nominal Hours: 30


Assessment: Tests, assignments, presentations

BSBCM211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES

Descriptions: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.

Nominal Hours: 20

Required Reading: -

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

BSBCM212A HANDLE MAIL

Descriptions: The unit covers receiving and distributing incoming mail, collecting and despatching outgoing mail, and organising and sending electronic mail.

Nominal Hours: 15

Assessment: This unit may be assessed by assignments, classwork

BSBCM306A PRODUCE BUSINESS DOCUMENTS


Descriptions: Select and prepare resources; Design document; Produce document.

Nominal Hours: 80


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

BSBCM307A MAINTAIN BUSINESS RESOURCES

Descriptions: Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.

Nominal Hours: 20

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

BSBCM308A MAINTAIN FINANCIAL RECORDS

Descriptions: Maintain daily financial records; Maintain the general ledger; Process cash.

Nominal Hours: 60

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

BSBCM310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Descriptions: Identify customers’ needs; Deliver a service to customers; Monitor and report on service delivery.

Nominal Hours: 35

Required Reading: -

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

BSBCM311A MAINTAIN WORKPLACE SAFETY

Descriptions: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation’s procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Nominal Hours: 40

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

BSBCM311B MAINTAIN WORKPLACE SAFETY

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 (1998) 2nd edition].

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBCM317A MEET CUSTOMER NEEDS AND EXPECTATIONS

Descriptions: Identify customer needs and expectations; Provide the identified customer needs and expectations; Develop knowledge for a specific range of products and services.

Nominal Hours: 35

Required Reading: -

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

BSBCM409A PROMOTE PRODUCTS AND SERVICES

Descriptions: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
BSBCUS401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Descriptions: Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report an customer service.

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

BSBCUS402A  ADDRESS CUSTOMER NEEDS


Assessment: Oral and written questioning, Practical demonstration, Research assignment, Test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Cert III in International Trade / Cert III in Micro Business Operations: Students are required to do assignments, tests, projects, case studies, classwork.

BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson, City King St, St Albans, Werribee, Sunshine, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

Nominal Hours: 40
Assessment: Students are required to do assignments, tests, projects, case studies.
BSBDIV301A  WORK EFFECTIVELY WITH DIVERSITY


Descriptions: This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: -
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBDIV601A  DEVELOP AND IMPLEMENT DIVERSITY POLICY

Locations: Footscray Nicholson, City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to research diversity, draft policy, plan for implementation, and implement diversity policy. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 70
Required Reading: No required text
Assessment: Assessment methods may include: - assessment of written report, direct questioning, observation of presentations, review of action plans and documentation promoting the policy across the organisation and evaluation of recommendations for policy changes.

BSBEBUS301A  USE WEB TOOLS

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, classroom, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEBUS301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION

Descriptions: Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.

Nominal Hours: 20
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classroom.

BSBEBUS401A  CONDUCT ONLINE RESEARCH

Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit covers researching business information using Internet, intranet or extranet, communicating with team as required and presenting reports on research outcomes.

Nominal Hours: 35
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBEBUS403A  COMMUNICATE ELECTRONICALLY


Descriptions: Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.

Nominal Hours: 20
Required Reading: -
Assessment: This unit may be assessed by presentations, tests, assignments, classroom.

BSBEMS401A  DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE


Descriptions: This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation’s client base (that is organisations or enterprises seeking to employ individuals).

Nominal Hours: 50
Required Reading: There are no required texts for this unit. -
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBFIA301A  MAINTAIN FINANCIAL RECORDS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors’ and creditors’ systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
BSBFIA302A  PROCESS PAYROLL


Descriptions: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.

Nominal Hours: 30


Assessment: Students are required to do assignments, classwork, tests and demonstration. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBFIA303A  PROCESS ACCOUNTS PAYABLE AND RECEIVABLE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30

Required Reading: There are no required text for this unit.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA304A  MAINTAIN A GENERAL LEDGER


Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain a general ledger within an organisation including processing journal entries and preparing a trial balance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60

Required Reading: -

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA401A  PREPARE FINANCIAL REPORTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

BSBFIA402A  REPORT ON FINANCIAL ACTIVITY

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.

Nominal Hours: 30

Required Reading: There are no required texts for this unit.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

Nominal Hours: 70

Required Reading: Class notes -

Assessment: Management stream Oral and written questioning, Oral presentation, assignment, Written report, Practical demonstration. Industry (FLM stream) Students may be required to complete assignments, case studies, class work and a work based industry project. 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

BSBFIM502A  MANAGE PAYROLL

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Oral and written questioning, Oral presentation, Interpretation of AAAS, ATO Laws & Industrial Laws, Written report, Practical demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBFILM303B  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: St Albans, Industry.

Descriptions: Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.

Nominal Hours: 40
BSBFLM305C  SUPPORT OPERATIONAL PLAN

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide support for operational practices and procedures within the organisation's productivity and profitability plans. This includes contributing to the operational plan, assisting in recruiting employees and acquiring resources, and monitoring and adjusting operational performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM303C  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM409B  IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.

Descriptions: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM409A  IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.

Descriptions: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.

Nominal Hours: 50

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM312B  CONTRIBUTE TO TEAM EFFECTIVENESS

Locations: Industry.

Descriptions: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Students will be required to participate in class discussion and roleplays. Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFLM405B  IMPLEMENT OPERATIONAL PLAN

Locations: Industry.

Descriptions: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM309C  SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Locations: Industry.

Descriptions: This unit specifies the outcomes required to support the organisation's continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.

Nominal Hours: 40

Required Reading: No required text

Assessment: RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBFLM311C  SUPPORT A WORKPLACE LEARNING ENVIRONMENT


Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively encourage and support a learning environment. Particular emphasis is on participation in processes to facilitate and promote learning and to monitor and improve learning performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBFLM412A  PROMOTE TEAM EFFECTIVENESS
Descriptions: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Nominal Hours: 50
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Locations: Footscray Park, Industry.
Descriptions: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Nominal Hours: 60
Required Reading: -
Assessment: The following methods will be used in assessing this unit: workbooks, class notes, presentations and structured workplace learning.

BSBFLM502A  PROVIDE LEADERSHIP IN THE WORKPLACE
Descriptions: Provide leadership in the workplace.
Nominal Hours: 60
Required Reading: -

BSBFLM503B  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Descriptions: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
Nominal Hours: 60
Required Reading: No required text. -
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFLM504A  FACILITATE WORK TEAMS
Descriptions: Facilitate work teams.
Nominal Hours: 60
Required Reading: -

BSBFLM505B  MANAGE OPERATIONAL PLAN
Descriptions: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.
Nominal Hours: 60
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

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

BSBFLM507A  MANAGE QUALITY CUSTOMER SERVICE
Descriptions: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Nominal Hours: 60
Assessment: Assessment is a combination of practical and theory assessments and case studies

BSBFLM509A  PROMOTE CONTINUOUS IMPROVEMENT
Descriptions: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Nominal Hours: 60
Assessment: This unit may be assessed by tests, assignments, workbased assessments, presentations, projects.

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

BSBFLM510B  FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Descriptions: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.
Nominal Hours: 60
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM513A  MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM
Descriptions: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves
FACULTY OF WORKFORCE DEVELOPMENT

aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organization.

Nominal Hours: 70
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.

BSBFRA301B WORK WITHIN A FRANCHISE
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to work within a franchise to contribute to the successful operation of the business within a framework of compliance requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFRA401B MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to comply with obligations set out in the franchising agreement and with relevant legislative requirements specific to the type of franchise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBGOV403A ANALYSE FINANCIAL REPORTS AND BUDGETS
Locations: Footscray Nicholson, St Albans, Werribee, Sunshine.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse financial reports and budgets as a member of a Board of governance of an organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions

Nominal Hours: 50
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBHRM502A MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.

Nominal Hours: 60
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. Traineeship: The participants would be employed in the workplace, which allows the Learning in the Workplace to be integrated into the delivery and assessment.

BSBHRM504A MANAGE WORKFORCE PLANNING
Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

Nominal Hours: 60
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

Descriptions: This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.

Nominal Hours: 30
Required Reading: No required text. BSB31007 Cert III in Business Admin (Legal) All learning materials are supplied by the School as part of the Fee for Service structure.
Assessment: Students are required to do assignments, class work, tests, projects, demonstration and observation.

BSBINM201A PROCESS AND MAINTAIN WORKPLACE INFORMATION
Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

Nominal Hours: 30
BSBINM201A  CONTRIBUTE TO WORKPLACE INNOVATION
Locations: Footscray Nicholson, City King St, St Albans, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to make a proactive and positive contribution to workplace innovation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 35
Required Reading: No required text
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBINM202A  HANDLE MAIL
Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.
Nominal Hours: 15
Required Reading: No required text
Assessment: Students are required to do assignments, classwork, demonstration and observation.

BSBINM301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT
Locations: Footscray Nicholson, City King St, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to be an effective and proactive member of an innovative team.
Nominal Hours: 40
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report. VETiS: Graded - tests and assignments.
Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBINM302A  HANDLE RECEIPT AND DESPATCH OF INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post and AUSDOC specifications.
Nominal Hours: 15
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBINM303A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM
Locations: Footscray Nicholson, City King St, St Albans, Industry, On-line.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Industry (FLM stream): - Students will be required to analyse and information / knowledge system in their workplace and prepare a report, including an action plan on improvements that could be made. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBINM501A  HANDLE MAIL
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.
Nominal Hours: 15
Required Reading: No required text
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBINM502A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.
Nominal Hours: 50
Required Reading: No required text.
Assessment: RPL: Competency Based. Assessment may be assignments, tests and projects.

BSBITB501A  ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish a workgroup computer network with an information technology consultant and to manage the network by keeping records, responding to problems, assisting users and providing training. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text.
Assessment: RPL: Competency Based. Assessment may be assignments, tests and projects.

BSBITB401A  MAINTAIN BUSINESS TECHNOLOGY
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assessment may be observation, demonstration, assignments, questioning and discussion.

BSBITU102A  DEVELOP KEYBOARD SKILLS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop basic keyboard skills using touch typing techniques.
Nominal Hours: 40
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.
BSBITU201A  PRODUCE SIMPLE WORD PROCESSED DOCUMENTS

Locations: Footscray Nicholson, St Albans, Werribee, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.

Nominal Hours: 60

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classroom, tests, demonstration and observation. 21933VIC Certificate III in ESL (Access) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge, and experience.

BSBITU202A  CREATE AND USE SPREADSHEETS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.

Nominal Hours: 30


Assessment: Students are required to do assignments, classroom, tests, demonstration, observation.

BSBITU302A  CREATE ELECTRONIC PRESENTATIONS

Locations: Footscray Nicholson, St Albans, Werribee, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Nominal Hours: 20

Required Reading: Create electronic presentations. Aspire Training. (2007). Australia: Aspire Training 21937VIC Certificate IV in ESL (Employment/Professional) There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Oral and written questioning, Oral presentation, Research assignment, Practical demonstration, Test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS

Locations: Footscray Nicholson, City King St, St Albans, Werribee, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

Nominal Hours: 90

Required Reading: Design and produce text documents Aspire Training (2007) Melbourne: Aspire Training. 21933VIC Certificate III in ESL (Access) There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classroom, tests, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge, and experience. 21933VIC Certificate III in ESL (Access) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU304A  PRODUCE SPREADSHEETS

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

Nominal Hours: 35


Assessment: Students are required to do assignments, written tests, demonstration and activities. RPL: Competency based. Participants would provide evidence of their skills, knowledge, and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU305A  CONDUCT ONLINE TRANSACTIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake a range of online transactions, including banking, buying and selling products and services.

Nominal Hours: 40

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classroom, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge, and experience. 21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher’s observations of students’ activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU303A  DESIGN AND PRODUCE TEXT DOCUMENTS

Locations: Footscray Nicholson, City King St, St Albans, Werribee, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

Nominal Hours: 80

Required Reading: No required text.

Assessment: Students are required to do assignments, classroom, tests, projects, case studies, presentations, demonstration and observation. VETIS: Graded tests and assignments. RPL: Participants would provide evidence of their skills, knowledge, and experience. 22053VIC Advanced Diploma of Legal Practice - Graded
BSBITU307A  DEVELOP KEYBOARDING SPEED AND ACCURACY  
Locations: Footscray Nicholson, City King St, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
Nominal Hours: 50
Required Reading: None
Assessment: Students are required to do assignments, written test, demonstration and classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU309A  PRODUCE DESKTOP PUBLISHED DOCUMENTS  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.
Nominal Hours: 50
Required Reading: None

BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.
Nominal Hours: 100
Required Reading: None
Assessment: Students are required to do assignments, workshop, tests, projects, case studies, presentations, demonstration and observation.

BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS  
Locations: Footscray Nicholson, St Albans, Footscray Park, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: None

BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS  
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Nominal Hours: 50
Required Reading: No required text
Assessment: Students are required to do assignments, coursework, tests, projects, portfolio, presentation, observation and demonstration. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBLED101A  PLAN SKILLS DEVELOPMENT  
Locations: Footscray Nicholson, St Albans, Sunbury, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Hospitality course: students are required to do assignments, role plays, classroom activities, case studies and/or presentations. Certificate I in Business: oral and written questioning, practical demonstration, research assignment, test.

BSBLED502A  MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS  
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 60
Required Reading: None
Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBLED701A  LEAD PERSONAL AND STRATEGIC TRANSFORMATION  
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse and improve personal leadership style and professional competence, and to lead organisational transformation and learning for strategic outcomes. The unit also covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development, and providing strategic leadership in a dynamic context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 80
Required Reading: None
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate -review of applied projects and learning activities such as reports and case studies-direct observation of contextual application and presentations to a range of stakeholders-oral or written questioning to assess knowledge of leadership styles-analysis of personal reflection and self awareness of leadership styles and impact of this approach on task completion and others-review of personal development plan.
BSBLEG702A LEAD LEARNING STRATEGY IMPLEMENTATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide professional leadership in improving organisational learning, and the quality of training and assessment products and services. The unit also covers leading strategy formation; designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.
Nominal Hours: 80
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Class Activity, Participation

BSBLEG703A IMPLEMENT IMPROVED LEARNING PRACTICE
Descriptions: This unit describes the performance outcomes, skills and knowledge required to initiate and implement advanced learning practice that supports the improvement of learning strategies in an organisational context. The unit also covers evaluating ways to improve learning practice, managing and monitoring means to improve learning, and analysing and advancing adoption of improved learning practice.
Nominal Hours: 60
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Class Activity, Participation

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Nominal Hours: 80
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD
Descriptions: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Nominal Hours: 25
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, planning a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.
Nominal Hours: 10
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

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

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

BSBLEG306A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Nominal Hours: 40
Required Reading: No required text
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG308A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE
Locations: Industry, On-line, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist others (for example, Partner, Solicitor, Fee Earner, Human Resources Manager, External Client) to organise a legal schedule. This involves arranging appointments and other activities based upon court dates and required legislative timelines.
**BSBLEG401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS**

**Locations:** Footscray Nicholson, City King St.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

**Nominal Hours:** 80

**Required Reading:** No required text

**Assessment:** Students are required to do assignments, written test, demonstration, classroom activities. 

---

**BSBLEG403A  MAINTAIN TRUST ACCOUNTS**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

**Nominal Hours:** 50

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, classroom activities.

---

**BSBLEG404A  PROVIDE SUPPORT IN PROPERTY LAW MATTERS**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare documents that support a qualified legal practitioner working in the area of property law.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG405A  PROVIDE SUPPORT IN FAMILY LAW MATTERS**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare documents for the arrangement of activities in relation to dissolution of marriage, property settlement, maintenance, contact and residence, counselling mediation and the appeals process in family law matters.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG406A  PROVIDE SUPPORT IN CRIMINAL LAW MATTERS**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare documents in a criminal law matter. It involves researching case history and assisting the instructing legal practitioner to prepare for the trial.

**Nominal Hours:** 60

**Required Reading:** No required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG407A  PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare documentation and to assist with commercial law matters such as incorporation, charges and the sale of shelf companies.

**Nominal Hours:** 60

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG409A  PROVIDE NON-LEGAL ADVICE**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide advice in response to enquiries from various parties, which involves the exercise of judgement as to the nature of the enquiry and appropriate sources of information and/or referral. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

**Nominal Hours:** 50

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG410A  INTERACT WITH OTHER PARTIES**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to organise information to facilitate action, to contact relevant parties on behalf of the instructing legal practitioner and to coordinate information exchange between parties. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

**Nominal Hours:** 30

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

---

**BSBLEG412A  INTERPRET AND APPLY LEGISLATION**

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to research the various legal systems and jurisdictions in Australia, and to apply appropriate legislation to the workplace. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

**Nominal Hours:** 120

---
Required Reading: ·
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG501A  RUN A FILE

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

BSBLEG503A  OBTAIN INFORMATION FROM A CLIENT

Descriptions: This unit describes the performance outcomes, skills and knowledge required to collect and record information from a client under the instruction of a qualified legal practitioner.
Nominal Hours: 60
Required Reading: ·
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG504A  DRAFT LEGALLY BINDING DOCUMENTS

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

BSBLEG505A  ASSIST WITH THE DISCOVERY PROCESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare for pre trial negotiations with opposing parties. This includes organising meetings and assisting with the negotiation according to instructions from supervising legal practitioner.
Nominal Hours: 50
Required Reading: ·
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG507A  ATTEND PRE-TRIAL NEGOTIATIONS

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

BSBMED301B  INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY

Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.
Nominal Hours: 60
Required Reading: No required text.
Assessment: RPL: Participants would provide evidence of their skills, knowledge and experience.

BSBMED302A  PREPARE AND PROCESS MEDICAL ACCOUNTS

Descriptions: This unit covers providing advice to patients regarding fee structures, processing referrals, and preparing and processing medical accounts for a range of patients.
Nominal Hours: 30
Required Reading: ·
Assessment: Tests, assignments, classwork

BSBMED302B  PREPARE AND PROCESS MEDICAL ACCOUNTS

Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients.
Nominal Hours: 30
Required Reading: No required text.
Assessment: RPL: Participants would provide evidence of their skills, knowledge and experience.

BSBMED303B  MAINTAIN PATIENT RECORDS

Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain patient records within an existing medical records management system, under supervision.
Nominal Hours: 20
Required Reading: No required text
Assessment: Assessment methods may include: direct questioning, review of new records created, analysis of responses to case studies and scenarios, observation of presentations and oral or written questioning.

BSBMED305B  APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT

Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to apply principles and requirements relating to confidentiality, privacy and security to own work within the medical environment.
Nominal Hours: 20
Required Reading: No required text

Assessment: Assessment methods may include: oral or written questioning, review of record keeping, analysis of responses to case studies and scenarios, observation, roleplays and assessment of labelling and storage of patient records.

BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE

Locations: Industry.

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

Nominal Hours: 50

Required Reading: This unit has no required reading.

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

BSBMGT402A IMPLEMENT OPERATIONAL PLAN

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.

Nominal Hours: 40

Required Reading: This unit has no required reading.

Assessment: Students will be required to write 2 reports. (1) Reviewing and analysing an internal operational plan and (2) Describing and analysing their internal activities and discussions.

BSBMGT404A LEAD AND FACILITATE OFFSITE STAFF

Locations: Footscray Nicholson, City King St, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to supervise staff who perform agreed duties at an alternative site (usually home) during some or all of the scheduled work hours. OFF SITE WORK is a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Industry (FLM stream) : Students will be required to complete classwork, assignments, roleplays and case studies.

BSBMGT502B MANAGE PEOPLE PERFORMANCE

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly, coupled with regular and timely coaching and feedback, provide the basis for performance management.

Nominal Hours: 70

Required Reading: BSB50407 Dip of Bus Admin: Fundamentals of Management. Traineeship: Workbooks will be provided to trainees as part of their training.

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Locations: Footscray Nicholson, City King St, St Albans, Footscray Park, Industry.

Descriptions: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA5010S Diploma of Training and Assessment Competency based. Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT515A MANAGE OPERATIONAL PLAN

Locations: Footscray Nicholson, City King St, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 22039VIC Advanced Diploma of International Business Assessment methods may include: Class test, projects, assignments and/or case studies.

BSBMGT516A FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King St, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Locations: Footscray Nicholson, City King St, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.

Nominal Hours: 60


BSBMGT614A DEVELOP AND IMPLEMENT DIVERSITY POLICY

Description: This unit specifies the outcomes required to research diversity, draft policy, plan for implementation, and implement diversity policy.

Nominal Hours: 60

Required Reading: No required reading.

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

BSBMKG401B PROFILE THE MARKET


Description: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.

Nominal Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Locations: Footscray Nicholson, St Albans, Werribee, Melton, Sunshine, Industry.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.

Nominal Hours: 60

Required Reading: CB2 Barry J. Babin Eric Harris Second Edition Cengage

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMKG413A PROMOTE PRODUCTS AND SERVICES


Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation’s products and services.

Nominal Hours: 40

Required Reading: No required reading

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG509A IMPLEMENT AND MONITOR DIRECT MARKETING ACTIVITIES

Locations: Industry, Other.

Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and evaluate the effectiveness of direct marketing activities in accordance with an organisation’s marketing plan.

Nominal Hours: 40

Required Reading: No required text.

Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBOHS507A MONITOR A SAFE WORKPLACE


Description: This unit describes the performance outcomes, skills and knowledge required to monitor the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Cert IV in Customer Contact: Assignments, Case studies, Projects, Research, Portfolio of evidence. Cert IV in Frontline Management: Students will be required to complete a SafetyMAP risk audit and write a report on non-compliance issues and make recommendations for improvement. Students will also be expected to participate in group discussions. Students will also need to consider OHS when completing their work based project. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBOHS509A ENSURE A SAFE WORKPLACE


Description: This unit describes the performance outcomes, skills and knowledge required to ensure a safe workplace, to establish, maintain and evaluate the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

Nominal Hours: 60


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Advanced Diploma of Disability Graded Assessment

BSBPMMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES


Description: This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement; and to align and track the project objectives to comply with organisational goals, strategies and objectives.

Nominal Hours: 60
BSBPUB503A MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct and manage fundraising and sponsorship activities for a not-for-profit organisation, and to align fundraising and sponsorship activities with organisational requirements.

Nominal Hours: 50


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBREL401A ESTABLISH NETWORKS

Locations: Footscray Nicholson, City King St, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Nominal Hours: 35


Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence. 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 in establishing contacts and participating in networks whilst identifying opportunities for networking. Maintaining records of relevant contacts of related organisations, agencies and networks.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS

Locations: Footscray Nicholson, City King St, City Flinders, Newport, Industry, On-line.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Nominal Hours: 50

Required Reading: No required reading.
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION

Locations: Footscray Nicholson, City King St, St Albans, Werribee, Melton, Newport, Sunshine, Industry, On-line, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems

Nominal Hours: 40
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBRES402A  RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to research, locate and provide information in response to a request so that client needs can be met. This may involve combining and analysing information from a number of sources before composing a report for the client.

Nominal Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBRES403A  RESEARCH LEGAL PROCESSES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to research the legal systems and jurisdictions within Australia.

Nominal Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBRES501A  PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake legal research in support of legal practitioners. This includes identifying research requirements and sources of information, evaluating the quality of the information, and preparing and producing reports.

Nominal Hours: 80
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBRKG301B  CONTROL RECORDS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to classify, register, and track records and information about records within a business or records system.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG302A  UNDERTAKE DISPOSAL

Descriptions: -

Nominal Hours: 25
Required Reading: -

BSBRKG302B  UNDERTAKE DISPOSAL

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify which records are subject to a disposal program, and to safely and securely transfer or dispose of the records.

Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG303A  RETRIEVE INFORMATION FROM RECORDS

Descriptions: -

Nominal Hours: 30
Required Reading: -

BSBRKG303B  RETRIEVE INFORMATION FROM RECORDS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive a request and to deliver the record or information about the record.

Nominal Hours: 25
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBRKG304B  MAINTAIN BUSINESS RECORDS


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4009A - WORK IN THE REAL ESTATE INDUSTRY
The above are Prerequisites for Real Estate course only. No pre-requisite for traineeship program.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain the records of a business or records system in good order on a day to day basis. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 20


Assessment: Assignment and test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG305A REVIEW RECORDKEEPING FUNCTIONS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions. This is a foundation unit for any person wishing to pursue competency in recordkeeping and provides a sound basis for working across various recordkeeping functional areas. This unit is based on the joint Australian Society of Archivists (ASA) and Records Management Association of Australasia’s (RMAA) Statement of Knowledge for Recordkeeping Professionals.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG401A REVIEW THE STATUS OF A RECORD

Descriptions: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or on-going value, and identified as requiring conditions imposed on granting access to them.

Nominal Hours: 20

BSBRKG401B REVIEW THE STATUS OF A RECORD

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to review and document the changing context and status of records which have been appraised as having temporary or ongoing value, and which have been identified as requiring conditions for access.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG402A PROVIDE INFORMATION FROM AND ABOUT RECORDS

Locations: Industry.

Descriptions: This unit describes the work required to respond as effectively as possible to enquiries from potential users of records, for information about the records, or for information that might be obtained from them. This includes processes for giving enquirers access to records.

Nominal Hours: 20

Required Reading: No required text.

Assessment: RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to respond as effectively as possible to enquiries from potential users of records, including using appropriate processes to access and provide information about records.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG403B SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL OFFICE

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: Set up a business or records system for a small office.

Nominal Hours: 40

Required Reading: No required text.

Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT


Descriptions: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to set the operational frameworks for the creation, capture and use of records and to monitor and review these frameworks and activities within a business or records system of a specific business domain.

Nominal Hours: 40

Required Reading: No required text.

Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.
BSBS50407 Dip of Bus Admin Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG505B DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to document or reconstruct a business or records system and its context over time.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG506A DEVELOP AND MAINTAIN TERMINOLOGY AND CLASSIFICATION SCHEMES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop new or modified vocabulary controls and classification schemes for business or records systems based on an organisation’s functions and activities.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project’s operations that are within the person’s own work responsibilities and area of operation.

Nominal Hours: 50

Required Reading: This unit has no required text.

Assessment: - Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBSK501A MANAGE RISK


Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360: 2004 Risk management.

Nominal Hours: 60


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Descriptions: Identify business opportunities; Identify personal business skills.

Nominal Hours: 30

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

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Descriptions: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Nominal Hours: 50

Required Reading: -

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

BSBSBM403A PROMOTE THE BUSINESS

Descriptions: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.

Nominal Hours: 50

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

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Descriptions: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Nominal Hours: 60

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

BSBSBM406A MANAGE FINANCES

Descriptions: Maintain financial records; Implement financial plan; Monitor financial performance.

Nominal Hours: 50

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

BSBSBM407A MANAGE A SMALL TEAM

Descriptions: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

Nominal Hours: 40

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

BSBSMB201A IDENTIFY SUITABILITY FOR MICRO BUSINESS

Locations: Footscray Nicholson, City King St, St Albans, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to set up a micro business. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 20


Assessment: Tests, assignments.
BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, taxation and insurance compliance requirements of a micro business and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 30
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB302A DEVELOP A MICRO BUSINESS PROPOSAL

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop an identified business idea, to research the feasibility of the business opportunity and to present a business idea in formats that suit a range of stakeholders. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 30
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB303A ORGANISE FINANCES FOR THE MICRO BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to investigate the financial capacity to enter into a micro business, to determine the projected cash flow, to source finances and to monitor the profitability of the business. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 50
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB304A DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine the resource requirements of the micro business and to source these resources. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 30
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB305A COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to outline the regulatory, taxation and insurance compliance requirements of a micro business and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs. Specific legal requirements apply to the management of a micro business.

Nominal Hours: 45
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB306A PLAN A HOMEBASED BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to examine the issues around establishing a business in a home and to plan the workplace within a home environment. Specific legal requirements apply to the management of a small or micro business.

Nominal Hours: 25
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB307A SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish information and communications technology needs relevant to a home based business. It focuses on dealing with routine installation, operation and malfunctions of commonly used technology only; it is not a specialist information technology unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 20
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.

Nominal Hours: 60
Required Reading: This unit has no required text.
Assessment: Students are required to complete a Report / Assignment outlining the business and legal requirements of their proposed / actual business venture.

BSBSMB402A PLAN SMALL BUSINESS FINANCES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
BSBSMB403A  MARKET THE SMALL BUSINESS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, tests, projects, case studies, presentations and class observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBSMB404A  UNDERTAKE SMALL BUSINESS PLANNING


Descriptions: This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.

Nominal Hours: 50
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, tests, projects, case studies, presentations and class observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBSMB405A  MONITOR AND MANAGE SMALL BUSINESS OPERATIONS

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.

Nominal Hours: 45
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation.

BSBSMB406A  MANAGE SMALL BUSINESS FINANCES


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4009A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.

Nominal Hours: 60
Assessment: Assignment and test.

BSBSUS201A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Nominal Hours: 20
Assessment: VETiS: Graded tests, assignments.

BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, City King St, Werribee, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Nominal Hours: 40
Required Reading: No required reading.
Assessment: 22053VIC Advanced Diploma of Legal Practice - Graded Assessment methods may include: Review of portfolios and work plans, response to case studies, written questioning and through observation.

BSBSUS501A  DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Nominal Hours: 50
Required Reading: No required text.
Assessment: BSB0407 Dip of Bus Admin RPL: Competency based. Assessments may be assignments, tests and projects.
BSBWOR203A  WORK EFFECTIVELY WITH OTHERS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.

Nominal Hours: 15

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBWOR301A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBWOR302A  WORK EFFECTIVELY AS AN OFFSITE WORKER


Descriptions: This unit describes the performance outcomes, skills and knowledge required to negotiate and perform self managed, self directed work as an off site worker performing agreed duties at an alternative site during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBWOR404A  DEVELOP WORK PRIORITIES

Locations: Footscray Nicholson, City King St, St Albans, City Flinders, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

Nominal Hours: 40

Required Reading: This unit has no required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.

Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, work based related projects and integrated assessment and or presentations.

BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

Nominal Hours: 60

Required Reading: BSB50407 Dip of Bus Admin: No required text. Traineeship: Workbooks will be provided to trainees as part of their training. Management - Theory & Practice Cole, 2005 Prentice Hall, Australia Managing Effectively Saville, Reid, 2002 Prentice Hall, Australia


BSBWOR502A  ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, class work, tests, projects, case studies, presentations and/or observations and demonstration. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work based related projects and integrated assessment and or presentations.

BSBWRT301A  WRITE SIMPLE DOCUMENTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.

Nominal Hours: 30


Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBWRT401A  WRITE COMPLEX DOCUMENTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

Nominal Hours: 50

Required Reading: 21937VIC Certificate IV in ESL (Employment/Professional) There is no required reading for this unit. The teacher will provide teaching and learning material as required. Business Communications Handbook Dwyer J. Pearson

Assessment: Assignments, Case studies, Projects and Research. Traineeship: Training
record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Student assessment is based on teacher evaluation of the following: verbal and/or written questioning and teacher observation used with checklists of learner performance; verbal presentations; multi-media presentations; student self-assessment; ongoing teacher assessment; audio/video recordings to assess performance; observed role plays; other simulated workplace/community based tasks plus the completion of locally developed assessment tasks, completed in class, with teacher support and supervision. 22038VIC Advanced Diploma of Business (PR) Assessment methods may include oral or written questioning, review of draft and final documents and demonstration of techniques.

22053VIC Advanced Diploma of Legal Practice - Graded

BSBWRT501A WRITE PERSUASIVE COPY
Description: This unit describes the performance outcomes, skills and knowledge required to prepare persuasive copy.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Screen and Media / Interactive Media Courses: Graded Assessment RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

CHCD113C WORK WITHIN SPECIFIC COMMUNITIES
Nominal Hours: 70

CHCMED404A FACILITATE THE MEDIATION PROCESS
Description: This unit identifies the skills and knowledge required by mediators to facilitate the agreed process of mediation.
Nominal Hours: 70

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

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

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

Required Reading: -

CPPDSM4001A ACT AS A BUYER'S AGENT
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4009A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to act as a buyer’s agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 20
Assessment: Assignment and test.

CPPDSM4003A APPRAISE PROPERTY
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4009A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to appraise property.
Nominal Hours: 40
Assessment: Assignment and test.

CPPDSM4004A CONDUCT AUCTION
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4009A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 10
Assessment: Assignment and test.
CPPDSM4005A ESTABLISH AND BUILD CLIENT AGENCY RELATIONSHIPS


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to establish, maintain and expand client, agency relationships to support the attainment of key agency business goals. It includes communicating effectively with clients, implementing the agency’s approach to client service and client, agency relationship management strategies, implementing personal marketing strategies and building ongoing relationships with clients. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 20
Assessment: Assignment and test.

CPPDSM4006A ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 60
Assessment: Assignment and test.

CPPDSM4007A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK


Descriptions: This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation relating to property management and the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4008A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK


Descriptions: This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4009A INTERPRET LEGISLATION TO COMPLETE AGENCY WORK


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4010A LEASE PROPERTY


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in property and recording tenancy arrangements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Nominal Hours: 50
Assessment: Assignment and Test

CPPDSM4011A LIST PROPERTY FOR LEASE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting agency's property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 25
Assessment: Assignment and Test.

CPPDSM4012A LIST PROPERTY FOR SALE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: List property for sale.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4013A MARKET PROPERTY FOR LEASE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 25
Assessment: Assignment and test.

CPPDSM4014A MARKET PROPERTY FOR SALE
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4015A MINIMISE AGENCY AND CONSUMER RISK
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers. The unit may form part of the licensing requirements for persons engaged in property development and management activities, including those working in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated.

Nominal Hours: 30
Assessment: Assignment and test.

CPPDSM4016A MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT
Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK
CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Descriptions: This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated.
engaged in real estate activities in those States and Territories where these are regulated activities.

**Nominal Hours:** 50

**Required Reading:** Monitor and manage lease or tenancy agreement. Vetassess (2009). Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4018A PREPARE AND PRESENT PROPERTY REPORTS**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to recognise and analyse property styles and faults in order to assist clients to understand the condition of property prior to listing, leasing or refurbishment. This includes identifying different architectural and construction styles and their impact on the market value of property, using common building construction terms to describe key features of properties, explaining the impact of common building defects on marketing properties for sale or rent, conducting property inspections, presenting reports on the physical condition of properties, identifying costs and potential benefits of property improvements, and acting on subsequent client instructions. This is not expected to replace technical and expert advice nor represent financial advice. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Nominal Hours:** 30

**Required Reading:** Prepare and present property reports. Vetassess (2009). Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4019A PREPARE FOR AUCTION AND COMPLETE SALE**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to prepare for an auction and complete the sale of property. It includes implementing the auction marketing plan, preparing auction documentation, confirming the reserve price with the seller, planning and implementing auction day procedures, and completing follow-up procedures after auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct auction. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Nominal Hours:** 20

**Required Reading:** Prepare for auction and complete sale. Vetassess (2009). Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4020A PRESENT AT TRIBUNALS**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Nominal Hours:** 20

**Required Reading:** Present at tribunals Vetassess (2009). Melb: Vetassess

**Assessment:** Assignment and test.

**CPPDSM4022A SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TREATY**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sale with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contracts and settlement for all types of property and businesses and preparing documentation for agency disbursements. The unit does not include the sale of property by auction. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

**Nominal Hours:** 50

**Required Reading:** Sell and finalise the sale of property by private treaty. Vetassess (2009). Melb: Vetassess.

**Assessment:** Assignment and test.

**CPPDSM4049A IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES**

**Locations:** Footscray Nicholson, Werribee, Industry.

**Prerequisites:** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

**Descriptions:** This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan. The
unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 25


Assessment: Assignment and test.

CPPDSM4056A MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY


Prerequisites: CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

CPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

CPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Descriptions: This unit of competency specifies the outcomes required to use communication techniques to manage and resolve conflict and disputes in the property industry. It requires the ability to assess conflict or dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Nominal Hours: 20


Assessment: Assignment and test

CPPDSM4080A WORK IN THE REAL ESTATE INDUSTRY


Descriptions: This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Nominal Hours: 20


Assessment: Assignment and test.

CUEFIND02B MANAGE A BUDGET

Descriptions: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.

Nominal Hours: 40

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

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA

Descriptions: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.

Nominal Hours: 50

Required Reading: -

Assessment: This unit may be assessed by observations, classwork.

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO

Descriptions: Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.

Nominal Hours: 25

Required Reading: -

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

CUSRA01A COLLECT AND ORGANISE INFORMATION


Descriptions: Collect relevant information; Assess the information; Organise the information; Communicate the information.

Nominal Hours: 15

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork and observations.

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS

Descriptions: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.

Nominal Hours: 60

Required Reading: -

Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK

Descriptions: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.

Nominal Hours: 50

Required Reading: -

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.
CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE


Descriptions: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.

Nominal Hours: 60

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES

Descriptions: -

Nominal Hours: 30

Required Reading: -

FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES

Descriptions: -

Nominal Hours: 30

Required Reading: -

FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Descriptions: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.

Nominal Hours: 120

Required Reading: -

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV502B PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS

Descriptions: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.

Nominal Hours: 100

Required Reading: -

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS

Locations: Footscray Nicholson, City King St.

Descriptions: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Nominal Hours: 50

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded

FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS

Descriptions: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.

Nominal Hours: 30

Required Reading: -

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

FNSCONV601B OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION


Descriptions: This unit describes the function associated with gathering, analysing and evaluating all relevant data for the transaction following confirmation of initial instructions from the client.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Workplace based assessment including assignments, case studies and simulations (industry documentation and files).

FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS

Locations: Footscray Nicholson, City King St.

Descriptions: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.

Nominal Hours: 50

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded

FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit covers the preparation and processing of routine financial documents.

Nominal Hours: 20

Required Reading: No required text

Assessment: Students are required to do assignments, classwork, tests, demonstration and observation

FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS

Locations: Footscray Nicholson, St Albans, Industry, On-line, Other.

Descriptions: This unit covers the preparation and processing of routine financial documents.

Nominal Hours: 20

Required Reading: No text required.

Assessment: Students are required to do assignments, classwork, tests, case studies, presentations, demonstration and observation. VETiS: Graded Assessments required include assignments, classwork, presentation.
FACULTY OF WORKFORCE DEVELOPMENT

FNSICORG505B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS
Descriptions: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.
Nominal Hours: 50
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

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

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

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

FNSICORG603B NEGOTIATE TO ACHIEVE GOALS AND MANAGE DISPUTES
Descriptions: This unit describes the functions associated with negotiating and communicating with a range of stakeholders to perform required tasks, manage disputes and achieve the best outcome.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Workplace based assessment including assignments, case studies and simulations (industry documentation and files).

HLTCSD304B SUPPORT THE CARE OF CLIENTS
Locations: St Albans, Industry.
Descriptions: This unit of competency describes the skills and knowledge to care support clients in a range of health care and community settings.
Nominal Hours: 20
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

HLTCSD306B RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR
Locations: Industry.
Descriptions: This unit of competency describes the skills and knowledge required to respond effectively to difficult or challenging behaviour of clients and others. These skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.
Nominal Hours: 20
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Traineeship/Industry/RPL: The participants would be employed in the workplace, which allows the Learning in the Workplace to be integrated into the delivery and assessment.

HLTCSD306B ADMINISTER CONTRACTS
Locations: Industry.
Descriptions: This unit covers the administration, monitoring and transition of contracts.
Nominal Hours: 60
Required Reading: No required text
Assessment: RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

HLTCSD306A ARRANGE CONTRACTS
Locations: Industry.
Descriptions: This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome
Nominal Hours: 20
Required Reading: No required text
Assessment: RPL: Participants would provide evidence of their skills, knowledge and experience.

LGACOM401B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS
Locations: Industry.
Descriptions: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.
Nominal Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

LGACOM402B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS
Locations: Industry.
The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.

Nominal Hours: 15
Required Reading: -

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION

Locations: Industry.
Descriptions: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.

Nominal Hours: 20
Required Reading: -

LGACOM407B MANAGE FINANCES WITHIN A BUDGET

Locations: Industry.
Descriptions: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.

Nominal Hours: 40
Required Reading: -

LGACOM409A PREPARE TENDER DOCUMENTATION

Locations: Industry.
Descriptions: This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.

Nominal Hours: 0
Required Reading: No required text
Assessment: RPL: Participants would provide evidence of knowledge, skills and experience.

LGACOM410A PREPARE RESPONSE TO TENDERS

Locations: Industry.
Descriptions: This unit covers responding to tenders by preparing a tender bid or submission.

Nominal Hours: 20
Required Reading: No required text.

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS

Locations: Industry.
Descriptions: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.

Nominal Hours: 50
Required Reading: -

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS

Locations: Industry.
Descriptions: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.

Nominal Hours: 40
Required Reading: -

LGACOM503B PREPARE A BUDGET

Locations: Industry.
Descriptions: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.

Nominal Hours: 40
Required Reading: -

LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS

Locations: Industry.
Descriptions: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.

Nominal Hours: 40
Required Reading: -

LGACOM603B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES

Locations: Industry.
Descriptions: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.

Nominal Hours: 60
Required Reading: -

LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT

Descriptions: -
Nominal Hours: 30
Required Reading: -

LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES

Descriptions: -
Nominal Hours: 40
Required Reading: -
The importance of building relationships, fulfilling one's tasks, accepting responsibility for one's work, understanding the organisation, and responding to constructive feedback when working within a team setting is recognised. Particularly those entering local government for the first time.

This unit covers working effectively in a local government context, including accepting responsibility for one's own tasks and support for local government priorities. The unit is appropriate for all council staff, particularly those entering local government for the first time.

This unit covers developing, maintaining, and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support, and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance. The unit is appropriate for senior management.

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

LGAEHRW507A PLAN AND COORDINATE A WASTE COLLECTION OR RECYCLING SERVICE

Locations: Industry.
Descriptions: This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.
Nominal Hours: 60
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGENE302A CONTRIBUTE TO EFFECTIVE DECISION MAKING

Locations: Industry.
Descriptions: This unit examines the decision-making processes and capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions.
Nominal Hours: 40
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

LGAGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS

Descriptions: -
Nominal Hours: 60
Required Reading: -

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

Locations: Industry.
Descriptions: This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.
Nominal Hours: 50
Required Reading: -

LGALAND405A IMPLEMENT STRATEGIES TO MINIMISE ENVIRONMENTAL POLLUTION

Locations: Industry.
Descriptions: This unit covers implementing strategies aimed at reducing environmental pollution or harm. The unit looks at the development, implementation and evaluation of a program that reduces pollution.
Nominal Hours: 40
Required Reading: No required text.

LGAPLEM404A PREPARE AND PRESENT GEOGRAPHIC INFORMATION SYSTEMS DATA

Locations: Industry.
Descriptions: This unit covers designing, generating and producing information to meet user requirements
Nominal Hours: 30
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

MNQGEN351A CONDUCT WEIGHBRIDGE OPERATIONS

Locations: Industry.
Descriptions: This unit covers the planning and preparation for operations and the performance of operations of weighbridges in work site operations. Units Replaced This unit replaces the unit MNQOP18A Carry out weighbridge operations.
Nominal Hours: 35
Required Reading: No required text
Assessment: Assessment may include: assignments, written test, demonstrations, workbook

PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS

Locations: Industry.
Descriptions: This unit covers building, rebuilding and maintaining trusting relationships with individuals and communities by public sector officers. It includes setting the parameters for relationships or partnerships, providing information relating to community engagement, and building community engagement and community problem solving capacity. In practice, building and maintaining community relationships overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, developing client services, developing policy, undertaking research, facilitating change, etc.
Nominal Hours: 50
Required Reading: No required reading.
Assessment:

PSPCRT301A AUDIO RECORD COURT PROCEEDINGS

Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS

Descriptions: -
Nominal Hours: 50
Required Reading: -
PSPCRT402B MANAGE WITNESSES
Descriptions: -
Nominal Hours: 20
Required Reading: -

PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED
Descriptions: -
Nominal Hours: 20
Required Reading: -

PSPCRT407A UNDERTAKE COURT LISTINGS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPCRT409A ADMINISTER COURT FINES AND DEBT MANAGEMENT
Descriptions: -
Nominal Hours: 25
Required Reading: -

PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS
Descriptions: -
Nominal Hours: 40
Required Reading: -

PSPCRT412A RECORD COURT PROCEEDINGS
Descriptions: -
Nominal Hours: 40
Required Reading: -

PSPCRT501B PERFORM COURT DUTIES
Descriptions: -
Nominal Hours: 25
Required Reading: -

PSPCRT502B MANAGE JURORS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES
Locations: Industry.
Descriptions: This unit covers undertaking senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, magistrates, etc. It includes overseeing listing functions and diary system. In practice, undertaking senior court listing activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, using resources, providing client services, undertaking research and analysis, etc.
Nominal Hours: 30
Required Reading: No required reading.

PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS
Locations: Industry.
Descriptions: This unit covers performance of quasi-judicial functions as prescribed by legislation and Rules of Court. It includes advising on rules and legislation, settling court orders and presiding in prescribed matters. In practice, performance of quasi-judicial functions may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, advising on policy, etc.
Nominal Hours: 50
Required Reading: No required reading.

PSPCRT601A MANAGE COURT PRACTICE AND PROCESS
Locations: Industry.
Descriptions: This unit covers the implementation of legislative change as it applies to courts, in conjunction with judicial officers. It includes providing advice, modifying systems and procedures, fostering commitment to changed systems and procedures, and implementing and monitoring new/improved systems and procedures. In practice, managing court practice and process may overlap with other generalist or specialist public sector work activities such as managing client service delivery, managing policy implementation, applying government systems, networking, managing change etc.
Nominal Hours: 50
Required Reading: No required reading.

PSPETHC301B UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Descriptions: -
Nominal Hours: 30
Required Reading: -
PSPETHC401A  UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Descriptions: -
Nominal Hours: 40
Required Reading: -

PSPETHC501B  PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Descriptions: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Nominal Hours: 30
Required Reading: Promote the Values and Ethos of Public Services Murray, Janet. (2009). Melbourne: Vic Uni
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV301B  WORK EFFECTIVELY IN THE ORGANISATION
Descriptions: -
Nominal Hours: 20
Required Reading: -

PSPGOV302B  CONTRIBUTE TO WORKGROUP ACTIVITIES
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV303B  BUILD AND MAINTAIN INTERNAL NETWORKS
Descriptions: -
Nominal Hours: 20
Required Reading: -

PSPGOV305B  ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV306B  IMPLEMENT CHANGE
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV307B  ORGANISE WORKPLACE INFORMATION
Descriptions: -

PSPGOV308B  WORK EFFECTIVELY WITH DIVERSITY
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV309A  ADDRESS CLIENT NEEDS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV310A  WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV311A  WORK WITH A COACH OR MENTOR
Descriptions: -
Nominal Hours: 20
Required Reading: -

PSPGOV314A  CONTRIBUTE TO CONFLICT MANAGEMENT
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV315A  GIVE AND RECEIVE WORKPLACE FEEDBACK
Descriptions: -
Nominal Hours: 40
Required Reading: -

PSPGOV402B  DELIVER AND MONITOR SERVICE TO CLIENTS
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV403B  USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Descriptions: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.
Nominal Hours: 30

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS

Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV405B PROVIDE INPUT TO CHANGE PROCESSES

Descriptions: This unit covers understanding the reasons for change and initiating specific changes related to the work unit. It includes suggesting options and opportunities for change, encouraging commitment to workplace change, monitoring and evaluating change and dealing with ambiguity in the change process.
Nominal Hours: 40
Required Reading: -

PSPGOV406B GATHER AND ANALYSE INFORMATION

Required Reading: -

PSPGOV407B PROVIDE A QUOTATION


Descriptions: This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.
Nominal Hours: 20
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

PSPGOV408A VALUE DIVERSITY

Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV409A PROVIDE SUPPORT TO PARLIAMENT

Descriptions: This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.
Nominal Hours: 60

PSPGOV410A UNDERTAKE CAREER PLANNING

Descriptions: This unit covers planning related to one's own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents etc.
Nominal Hours: 30

PSPGOV411A DEAL WITH CONFLICT

Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES

Descriptions: -
Nominal Hours: 50
Required Reading: -

PSPGOV413A COMPOSE COMPLEX WORKPLACE DOCUMENTS

Descriptions: This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, and evaluating effectiveness of mentoring.
Nominal Hours: 40

PSPGOV414A PROVIDE WORKPLACE MENTORING

Descriptions: This unit covers the establishment and development of a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.
Nominal Hours: 40

PSPGOV415A PROVIDE WORKPLACE COACHING

Descriptions: This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.
Nominal Hours: 40

PSPGOV416A MONITOR PERFORMANCE AND PROVIDE FEEDBACK

Locations: Industry.

Descriptions: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.
Nominal Hours: 40
Required Reading: No required reading.
PSPGOV417A  IDENTIFY AND TREAT RISKS
Descriptions: This unit covers the identification and treatment of risk using the organisation’s risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishment of the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.
Nominal Hours: 60
Required Reading: -

PSPGOV418A  DEVELOP INTERNAL AND EXTERNAL NETWORKS
Descriptions: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.
Nominal Hours: 30
Required Reading: -

PSPGOV419A  WORK WITH INTERPRETERS
Descriptions: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.
Nominal Hours: 40
Required Reading: -

PSPGOV420A  USE TRANSLATION SERVICES
Descriptions: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.
Nominal Hours: 30

PSPGOV421A  EXERCISE DELEGATIONS
Descriptions: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.
Nominal Hours: 30

PSPGOV422A  APPLY GOVERNMENT PROCESSES
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPGOV502B  DEVELOP CLIENT SERVICES
Descriptions: This unit covers identification of service requirements to meet client needs. It includes analysis of client needs, review of client service, and promotion, development and enhancement of client service. In practice, developing client services may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, building community relationships, providing interpreting services.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects and/or presentations.

PSPGOV503B  COORDINATE RESOURCE ALLOCATION AND USAGE
Locations: Industry.
Descriptions: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis.
Nominal Hours: 40
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV505A  PROMOTE DIVERSITY
Descriptions: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation’s responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as promoting the values and ethos of public service, promoting compliance with legislation, providing leadership, developing client services, developing policy, coordinating career development.
Nominal Hours: 50
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV506A  SUPPORT WORKPLACE COACHING AND MENTORING
Descriptions: This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. In practice, supporting workplace coaching and mentoring in the organisation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV507A  UNDERTAKE NEGOTIATIONS
Descriptions: This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation
and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV508A MANAGE CONFLICT

Descriptions: This unit covers the requirements for managing conflict in the workplace. It includes identifying and assessing conflict situations, implementing strategies to resolve conflict and monitoring the situation. It does not include formal negotiation, counselling or conducting mediation.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV509A CONDUCT EVALUATIONS

Descriptions: This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT

Descriptions: This unit covers active management of one’s own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others’ career management. In practice, career management may overlap with a range of other generalist or specialist work activities, such as acting ethically, complying with legislation, providing client service, leading a group, using emotional intelligence.

Nominal Hours: 50
Required Reading: No required reading
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV511A PROVIDE LEADERSHIP

Descriptions: This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES
Locations: Industry, Off-shore, Other.

Descriptions: This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. In practice, using complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity.

Nominal Hours: 50
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS

Descriptions: This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV514A FACILITATE CHANGE

Descriptions: This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.
**PSPGOV517A COORDINATE RISK MANAGEMENT**

**Locations:** Industry, Off-shore, On-line, Other.

**Descriptions:** This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

**Nominal Hours:** 50


**Assessment:** Assignments, presentations, observation, demonstration and group work.

---

**PSPGOV518A BENCHMARK PERFORMANCE**

**Locations:** Industry, On-line.

**Descriptions:** This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.

**Nominal Hours:** 70

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

---

**PSPGOV519A MANAGE PERFORMANCE**

**Locations:** Industry.

**Descriptions:** This unit covers supervision and performance management in accordance with the organisation’s performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

**Nominal Hours:** 50

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

---

**PSPGOV521A COLLECT STATISTICAL DATA**

**Locations:** Industry, On-line.

**Descriptions:** This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.

**Nominal Hours:** 40

**Required Reading:** No required reading.

**Assessment:**

---

**PSPGOV522A PROCESS STATISTICAL DATA**

**Locations:** Industry.

**Descriptions:** This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.

**Nominal Hours:** 60

**Required Reading:** No required reading.

**Assessment:** Students may be required to do assignments, tests and projects.

---

**PSPGOV524A INTERPRET DATA AND RELATED STATISTICS**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments and projects.

---

**PSPLEGN301B COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR**

**Descriptions:**

**Nominal Hours:** 25

**Required Reading:**

---

**PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR**

**Descriptions:**

**Nominal Hours:** 30

**Required Reading:**

---

**PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR**

**Locations:** Footscray Nicholson, Industry, Off-shore, Other.

**Descriptions:** Model and encourage compliance with legislative requirements; Monitor compliance with legislative requirements.

**Nominal Hours:** 25


**Assessment:** Assignments, presentations, observation, demonstration and group work.

---

**PSPMNGT615A INFLUENCE WORKFORCE EFFECTIVENESS**

**Locations:** Footscray Nicholson, Industry.

**Descriptions:** This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up. In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service etc.

**Nominal Hours:** 60
**FACULTY OF WORKFORCE DEVELOPMENT**

*Required Reading:* Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

*Assessment:* Reflective Journal. Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP's, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

---

**PSPOHS301A CONTRIBUTE TO WORKPLACE SAFETY**

*Descriptions:* -

*Nominal Hours:* 30

*Required Reading:* -

---

**PSPOHS401B IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS**

*Descriptions:* -

*Nominal Hours:* 35

*Required Reading:* -

---

**PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY**

*Locations:* Footscray Nicholson, Industry, Off-shore, Other.

*Descriptions:* This unit covers the monitoring and improvement of the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NIOHS: 7025, 1998, 2nd edition). In practice, monitoring and maintaining workplace safety may be demonstrated in the context of generalist and specialist work activities such as coordinating a workgroup, developing client services, coordinating and allocating resources, initiating and managing projects, etc. This is a new unit of competency, added to the Occupational Health and Safety Key Area of the Training Package in 2004.

*Nominal Hours:* 40


*Assessment:* Assignments, presentations, observation, demonstration and group work.

---

**PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES**

*Locations:* Industry.

*Descriptions:* This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services.

*Nominal Hours:* 60

*Required Reading:* No required text.

*Assessment:* Students may be required to do assignments, tests, projects and/or presentations.

---

**PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES**

*Locations:* Industry.

*Descriptions:* This unit covers coordination of public affairs events and activities. It includes planning and implementing events and activities, and evaluating implementation and outcomes. In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.

*Nominal Hours:* 50

*Required Reading:* No required reading.

---

**PSPPM502B MANAGE COMPLEX PROJECTS**

*Locations:* Footscray Nicholson, St Albans, Werribee, Sunshine, Industry, Off-shore, Other.

*Descriptions:* This unit covers the management and development of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes identifying project opportunities, undertaking scoping, analysing the feasibility of projects, developing project plans and managing the establishment of projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, managing complex projects has overlap with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM501A Initiate projects.

*Nominal Hours:* 80


*Assessment:* Assignments, presentations, observation, demonstration and group work.

---

**PSPPM501B DESIGN COMPLEX PROJECTS**

*Locations:* Footscray Nicholson, Industry, Off-shore, Other.

*Descriptions:* This unit covers planning and development of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes determining project opportunities, undertaking scoping, analysing the feasibility of projects, developing project plans and managing the establishment of projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, designing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM501A Initiate projects.

*Nominal Hours:* 80


*Assessment:* Assignments, presentations, observation, demonstration and group work.

---

**PSPPM503B CLOSE COMPLEX PROJECTS**

*Locations:* Footscray Nicholson, St Albans, Werribee, Sunshine, Industry, Off-shore, Other.

*Descriptions:* This unit covers the management of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes managing startup, project implementation, project integration and followup activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, managing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM501A Initiate projects.

*Nominal Hours:* 80


*Assessment:* Assignments, presentations, observation, demonstration and group work.
PSPPM503B  CLOSE COMPLEX PROJECTS
Descriptions: This unit covers closure of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes reviewing project activity and managing project closure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, closing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects and PSPPM502B Manage complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM503A Finalise projects.
Nominal Hours: 80
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM504A  CARRY OUT COMPLEX PROJECT ACTIVITIES
Locations: Industry.
Descriptions: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. Contract management requirements are not included, as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. The unit includes reviewing and confirming requirements of each project/activity, organising and undertaking project activities, managing the progress of multiple projects/activities and finalising projects/activities. In practice, conducting complex project activities overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc.
Nominal Hours: 50
Required Reading: No required reading.

PSPPOL401A  CONTRIBUTE TO POLICY DEVELOPMENT
Descriptions: -
Nominal Hours: 40
Required Reading: -

PSPPOL402A  ASSIST WITH SPECIALIST POLICY DEVELOPMENT
Descriptions: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy options, and assisting with drafting and dissemination of policy.
Nominal Hours: 50
Required Reading: -

PSPPOL403A  GIVE AND RECEIVE POLICY INFORMATION
Descriptions: This unit covers the provision of routine information on operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.
Nominal Hours: 0

PSPPOL404A  SUPPORT POLICY IMPLEMENTATION
Descriptions: -
Nominal Hours: 30
Required Reading: -

PSPSCI301A  ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT
Descriptions: This unit covers the provision of technical support in a scientific/research environment under routine guidance, with full responsibility for delegated technical duties such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, and assisting in the collection, recording and presentation of information. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Nominal Hours: 30
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSCI302A  SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION
Descriptions: -
Nominal Hours: 35
Required Reading: -

PSPSCI303A  UNDERTAKE SCIENTIFIC / TECHNOLOGICAL RESEARCH
Descriptions: This unit covers the conduct of scientific or technological research under general direction with immediate guidance regarding methods and specific objectives. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results. In practice, undertaking scientific/technological research overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Nominal Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork.
PSPSCI401A PROVIDE SCIENTIFIC TECHNICAL SUPPORT

Descriptions: This unit covers the provision of technical support in a scientific/research environment under general direction and within a generally defined area, with responsibility for technical duties such as experimental, survey, sampling and/or analytical functions. It includes planning and organising technical duties, collecting and recording information, and compiling and reporting data.

Nominal Hours: 35
Required Reading: -

PSPSCI402A PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION

Descriptions: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.

Nominal Hours: 40
Required Reading: -

PSPSCI403A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH

Descriptions: This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.

Nominal Hours: 40
Required Reading: -

PUAWER001A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS

Descriptions: This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.

Nominal Hours: 2
Required Reading: -
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER008A CONFINE SMALL WORKPLACE EMERGENCIES

Descriptions: This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.

Nominal Hours: 7
Required Reading: -

PUAWER004A RESPOND TO WORKPLACE EMERGENCIES

Descriptions: This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action.

Nominal Hours: 2
Required Reading: -
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER005A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION

Descriptions: This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.

Nominal Hours: 7
Required Reading: -

SIRRFSA002A MONITOR FOOD SAFETY PROGRAM

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor the implementation of a food safety program across an entire process within a retail food store or department and providing support and guidance to frontline team members.

Nominal Hours: 35
Assessment: Demonstration, Students will need to demonstrate to the facilitator that they meet all requirements for the unit through observation and oral questioning, Yes/No.

SIRRMER001A MERCHANDISE FOOD PRODUCTS

Locations: Industry.
Prerequisites: SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare, arrange and present food products, including convenience foods within the store. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of food products for display or sale.

Nominal Hours: 25
Required Reading: No required text
Assessment: Written and practical test and assignment.

SIRRMER003A PREPARE AND DISPLAY FAST FOOD ITEMS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare, cook, arrange and present fast food items in a retail environment. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of fast food products for display or sale.

Nominal Hours: 25
Required Reading: No required text
Assessment: Observation, demonstration, questioning, written assignment.
SIRRPK001A  ADVISE ON FOOD PRODUCTS AND SERVICES  
Locations: Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge and provide advice to customers with regard to fresh food and food products, including convenience foods.  
Nominal Hours: 24  
Required Reading: No required text  
Assessment: Written and practical test, assignment.  

SIRRPK001A  RECOMMEND SPECIALISED PRODUCTS AND SERVICES  
Locations: Footscray Nicholson, City King St.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.  
Nominal Hours: 35  
Required Reading: No required text  
Assessment: Student will need to demonstrate to the assessor via oral presentation and written task they can research a product range, recommend specialised products and services, advise on products and services, quote on price and payment options and advise on and arrange product service repairs.  

SIRXCCS002A  INTERACT WITH CUSTOMERS  
Locations: Footscray Nicholson, City King St, Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders and identify special customer requirements.  
Nominal Hours: 30  
Required Reading: No required reading.  
Assessment: Students will be asked to demonstrate competence in a written assessment to meet the following learning outcomes: Deliver service to customers, respond to customer complaints, receive and process sales orders, identify special requirements. They will also participate in role playing where each person has to practice selling an item to other students; they will process the sale via the class room cash registers, respond to a complaint and process sale orders.  

SIRXCCS003A  COORDINATE INTERACTION WITH CUSTOMERS  
Locations: Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.  
Nominal Hours: 35  
Required Reading: First steps in retail management Wrice. (2002) Macmillan, Australia  
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.  

SIRXCLM001A  ORGANISE AND MAINTAIN WORK AREAS  
Locations: Footscray Nicholson, City King St, Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.  
Nominal Hours: 20  
Required Reading: No required reading.  
Assessment: Students will be asked to complete a written assessment task on how they would be expected to organise and clean a work area. In teams, they will also come up with guidelines and a housekeeping checklist that could be implemented in a retail workplace. Students will also be assessed in the workplace during their work experience. They will be asked a series of questions that relate to organising and maintaining your work area.  

SIRXCLM002A  MANAGE STORE FACILITIES  
Locations: Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.  
Nominal Hours: 25  
Required Reading: No required reading.  
Assessment:  

SIRXCOM001A  COMMUNICATE IN THE WORKPLACE  
Locations: Footscray Nicholson, City King St, Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, and reading and interpreting retail documents.  
Nominal Hours: 40  
Required Reading: No required reading.  
Assessment: Students will be asked to give a presentation and work on team poster on methods retailers use to establish contact with customers. Role playing activities for using the telephone and processing information. A group task / memo on how to communicate with customers and colleagues from diverse backgrounds. A group activity on working in teams where students will be asked to produce an item. A written task on reading and interpreting a range of retail documents. Students will also need to complete a written assessment task on the various learning outcomes.  

SIRXFN001A  BALANCE POINT-OF-SALE TERMINAL  
Locations: Footscray Nicholson, City King St, Werribee, Industry.  
Descriptions: This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating noncash transactions and reconciling takings.  
Nominal Hours: 20  
Required Reading: No required text.  
Assessment: Using the classroom register and point of sale system students will be assessed on how they apply store policy and procedure to accurately and efficiently balance a register or terminal, maintain cash float, reconcile cash and non cash transactions and record takings.
SIRXFIN003A PRODUCE FINANCIAL REPORTS

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to produce financial reports in a retail environment. It involves entering payment summaries into journals, reconciling accounts to balance, preparing bank reconciliations, and receiving and documenting payments and takings. It also involves dispatching statements to debtors, dispatching payments to creditors and preparing financial reports.

Nominal Hours: 35


Assessment: Demonstration. Students are required to demonstrate they they meet all unit requirements through observation and oral questioning. Yes/No.

SIRXFIN004A MANAGE FINANCIAL RESOURCES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.

Nominal Hours: 35

Required Reading: No Required Reading

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXFIN005A MANAGE OPERATIONS TO BUDGET

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.

Nominal Hours: 35

Required Reading: No required reading.

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXHRM002A RECRUIT AND SELECT PERSONNEL


Descriptions: This unit describes the performance outcomes, skills and knowledge required to recruit and select personnel.

Nominal Hours: 35

Required Reading: No required reading.

Assessment: Students will also need to demonstrate to the traineeship assessor via oral questions and written task they can define future personal requirements, determine job specifications, recruit staff, assess and select applications.

SIRXFIN004A MANAGE OPERATIONS TO BUDGET

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Using the classroom/workplace retail equipment students will role play and demonstrate how they maintain and operate retail equipment, apply keyboard skills and operate data entry equipment. They will be assessed on how they identify the purpose of equipment, how they operate equipment according to safety requirements and identify a faults and report to relevant personnel. Students will be assessed on how they apply keyboard skills ensuring to enter and edit information accurately. Students will need to complete both practical activities as well as a written task.

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly, act in a non discriminatory manner, developing retail industry knowledge, including personal hygiene and presentation, and prioritising tasks.

Nominal Hours: 45

Required Reading: No required reading.

Assessment: Students will be asked to complete a written assessment on how they act responsibly, act in a non discriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

SIRXFIN001A PERFORM STOCK CONTROL PROCEDURES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.

Nominal Hours: 35

Required Reading: No required reading.

Assessment: Students will participate in written assessments as well as a practical assessment that relate to receive and processing goods and stock rotation. In teams they will plan a stock take and participate in a stock take count.
SIRXINV005A CONTROL INVENTORY
Descriptions: This unit describes the performance outcomes, skills and knowledge required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, demonstration, oral questioning.

SIRXMER001A MERCHANDISE PRODUCTS
Locations: Footscray Nicholson, City King St.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students will be asked to demonstrate their understanding through a team assessment and a written assessment. They will need to show their competence of how they place and arrange merchandise, prepare display labels and tickets, place and arrange display price labels and tickets, maintain a display and protect merchandise.

SIRXMER002A COORDINATE MERCHANDISE PRESENTATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to supervise sales and other staff implementing and maintaining displays according to store merchandising standards.
Nominal Hours: 35
Required Reading: Workbooks provided
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student may also need to demonstrate to the traineeship assessor via oral questions, written tasks and practical assessment.

SIRXMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation’s visual merchandising standards.
Nominal Hours: 35
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written tasks they can interpret a visual merchandising plan, identify design requirements of visual merchandising plan or manual, Monitor display requirements, regularly monitor displays to ensure it meets requirements of the visual merchandising plan, and maintain displays to organisation requirements and plan. Make additions or changes to displays to ensure display is consistently adheres to visual merchandising plan. Contribute to the visual merchandising standards of the organisation. Identify opportunities for improving visual merchandising standards.

SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.
Nominal Hours: 35
Required Reading: No required reading.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written tasks they can manage store merchandising, plan and manage store advertising and promotions, manage store pricing policies, manage housekeeping.

SIRXMER005A CREATE A DISPLAY
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan and implement a display for a retail business.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written tasks they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGT001A COORDINATE WORK TEAMS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate work teams in a retail environment. It involves monitoring and organising staffing levels, informing team members of expected standards of work, coaching and motivating the team and maintaining staffing records.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written tasks they can monitor and organise staffing levels, inform team members, coach on the job, motivate the team and maintain staffing records.

SIRXMGT002A MAINTAIN EMPLOYEE RELATIONS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written tasks they can identify awards and agreements, identify and minimise potential industrial problems and implement dispute settlement procedures.
FACULTY OF WORKFORCE DEVELOPMENT

SIRXMGTO03A LEAD AND MANAGE PEOPLE

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.

Nominal Hours: 35

Required Reading: This unit has no required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can lead the team, by example, develop and communicate team objectives, establish, develop and improve teams, develop self, delegate responsibly and with authority, consult with team members and support the team.

SIRXMGTO04A ANALYSE AND COMMUNICATE INFORMATION

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.

Nominal Hours: 80

Required Reading: No Required Reading.

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can review external operating environment, identifying and evaluate competitors. Assess internal strengths, forecast trends and developments, recommend and implement improvements, respond to change and communicate internally and externally.

SIRXMGTO05A SET STRATEGIC PLANS

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.

Nominal Hours: 80

Required Reading: No required reading.

Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can review external operating environment, set objectives and targets, develop action plans.

SIRXMPR001A PROFILE A RETAIL MARKET

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.

Nominal Hours: 35

Required Reading: First steps in retail management Wrice. (2002) Macmillan, Australia

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can analyse components of the store, select appropriate area for research of market demands, use appropriate market research techniques according to store policy. Generate ideas to develop methods for attracting customers.

SIRXOHS001A APPLY SAFE WORKING PRACTICES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit encompasses the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Students will be assessed on how they would apply safe working practices, including identifying and reporting faults and problems according to OHS legislation and store policies. Knowledge of store policies and procedures with regard to emergency situations, evacuations or accident and illness should also be demonstrated. They will be asked to complete a written assessment as well as observational checklist in their work experience.

SIRXOHS002A MAINTAIN STORE SAFETY

Locations: Industry.

Descriptions: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.

Nominal Hours: 35


Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can for example clearly and accurately explain store policy and procedure in regard to OHS and emergency procedures to team members, provide opportunities and processes for team members to consult and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training and maintain OHS records.

SIRXOHS003A PROVIDE A SAFE WORKING ENVIRONMENT

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines.

Nominal Hours: 35

Required Reading: SIR40207: See below textFirst steps in retail management Wrice. (2002) Macmillan, Australia

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can develop policies to establish and maintain a safe working environment, consult with staff, establish and maintain a safe working environment, assess risk, control risks, establish and maintain policies for hazardous events, train staff, establish and maintain record systems, evaluate policies and procedures.

SIRXOHA001A DEVELOP INNOVATIVE IDEAS AT WORK

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.
Nominal Hours: 35
Assessment: Demonstration, Students are required to demonstrate that they meet the requirements for this unit through observation and oral questioning. Yes/No.

SIRXQUA002A LEAD A TEAM TO FOSTER INNOVATION
Locations: City King St.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to lead a workplace team in ways that foster innovative work practices.
Nominal Hours: 35
Required Reading: -
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.
Nominal Hours: 35
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement work practices and procedures to support innovation, implement management practices to support innovation, promote innovation in the workplace, create physical environment that supports innovation, provide information and learning opportunities to foster innovation.

SIRXQUA004A SET UP SYSTEMS THAT SUPPORT INNOVATION
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.
Nominal Hours: 35
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.

SIRXRSK001A MINIMISE THEFT
Locations: Footscray Nicholson, City King St, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers or terminals and keys.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: Students will be assessed on their understanding of how they apply store policy and procedures and industry codes of practice in regard to store security and theft prevention, reporting theft or suspicious activity to relevant personnel and monitoring stock, work areas, customers and staff to minimise opportunities for theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

SIRXRSK002A MAINTAIN STORE SECURITY
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.
Nominal Hours: 20
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures according to store policy, industry codes of practice, relevant legislation and statutory requirements. It includes maintaining frontline security as well as reporting security concerns and providing ongoing supervision and training for staff on security procedures.

SIRXRSK003A APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Descriptions: This unit builds on unit SIRXRSK001A Minimise theft. It involves the maintenance and use of store security equipment, ensuring the safety and well being of both staff and customers, the detection and apprehension of thieves and the application of post-apprehension procedures according to State and Territory laws.
Nominal Hours: 35
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXRSK004A CONTROL STORE SECURITY
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.
Nominal Hours: 35
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.
SIRXSLS002A  ADVISE ON PRODUCTS AND SERVICES
Locations: Footscray Nicholson, City King St.
Descriptions: It describes the performance outcomes, skills and knowledge required to apply a depth of specialist or general product knowledge and a need for experience and skill in offering advice to customers.
Nominal Hours: 30
Required Reading: No required reading.
Assessment: Students will be assessed on how they develop, maintain and convey detailed and specialised product knowledge. This will be achieved through a verbal assessment task / presentation as well as a written assessment.

SIRXSLS003A  COORDINATE SALES PERFORMANCE
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement sales policies and procedures and monitor achievements of sales targets.

SIRXSLS004A  BUILD RELATIONSHIPS WITH CUSTOMERS
Locations: Industry.
Descriptions: It describes the performance outcomes, skills and knowledge required to use advanced sales techniques in building relationships with customers and interacting with customers, applying expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.
Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement sales policies and procedures and monitor achievements of sales targets.

SIRXSLS005A  MANAGE SALES AND SERVICE DELIVERY
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.
Nominal Hours: 35
Required Reading: No Required Reading.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can

SITHCCC006A  PREPARE APPETISERS AND SALADS
Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCE...
VBM898  LEGAL PROCESS
Descriptions: Sources of Australian Law; Australia’s federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM900  THE CONVEYANCING PROCESS
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM901  FAMILY LAW
Descriptions: Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolution of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes Act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM903  LAND CONTRACTS
Descriptions: Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS
Descriptions: The nature of a mortgage as a security; Mortgagees and Mortgagors' rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.
Nominal Hours: 51
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM905 CONSUMER PROTECTION LAW
Descriptions: Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.
Nominal Hours: 51
Assessment: As per accredited curriculum

VBM906 PROBATE AND ADMINISTRATION
Descriptions: The law relating to wills; Covenants and contesting the validity of a will; The testator's Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.
Nominal Hours: 51
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM907 CIVIL PROCEDURE
Descriptions: Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM908 ADMINISTRATIVE LAW
Descriptions: Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM909 CRIMINAL LAW
Descriptions: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Nominal Hours: 51
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM910 CORPORATIONS LAW
Descriptions: This unit is designed to provide the skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.
Nominal Hours: 51
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations

VBM912 LAW OF MARKETING
Descriptions: Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Nominal Hours: 51
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations

VBM913 LEGAL RESEARCH METHOD
Descriptions: Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.
Nominal Hours: 51
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations

VBP160 EMPLOYMENT LAW
Descriptions: Identify the legal rights and obligations in the employment relationship, analyse the main provisions in the Workplace Relations Act, 1996 and workplace regulations; examine the legal implications of the dispute resolution process; analyse the legal provisions relating to the termination of employment; examine the laws relating to anti-discrimination, equal opportunity and human rights in the workplace; analyse the legislation relating to accidental compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.
Nominal Hours: 51
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.
VPAU084  MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU085  DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised “best practice” standards. It includes the development, monitoring, review and continual improvement of the strategy and reporting of the outcomes to stakeholders.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU086  LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU087  MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.

Nominal Hours: 60

Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU088  MANAGE HUMAN RESOURCE PRACTICES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the knowledge and skills required to establish and manage appropriate human resource practices so they positively contribute to their effectiveness and efficiency of the organisation.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU089  MANAGE FINANCIAL RESOURCES IN AN ORGANISATION

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the competency required to review financial performance in an organisational context. The analysis and interpretation of financial information to support management decision making, undertaking budgeting and financial forecasting are addressed.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU090  MANAGE BUSINESS IN A GLOBAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the competency required to analyse and interpret international business environment including the issues and challenges that impact on the strategic and operational management of a business in a global environment. The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU091  MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit covers the scoping, establishment and review of the organisation’s environmental sustainability as an integral part of organisational planning and management.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU457  UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required of leaders to plan analyse and develop operational and strategic initiatives in education and training environments. This project will enable participants to develop and implement leadership approaches and build both individual and team effectiveness to support and inform workplace performance and organisational capacity.

Nominal Hours: 80

Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

Assessment: Reflective Journal, Participants are required to keep a journal and use it to write two reflective reports on the progress of their IPDPs, Yes/No.

VPAU458  LEAD IN EDUCATION AND TRAINING ENVIRONMENTS

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required of leaders to plan analyse and develop operational and strategic initiatives in education and training environments.

Nominal Hours: 50

Required Reading: Participants are supplied with all participant notes at the beginning of the course.

Assessment: Reflective Journal, Participants are required to keep a reflective journal and use it to write two reflective reports on the progress of their IPDPs, Yes/No.

VPAU460  LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required of leaders to generate innovative and creative thinking to promote innovation in work practices within an education and training environment. The unit focuses on identifying, analysing and developing strategies that build acceptance of sustainable innovative activity within an education and training environment and for the people involved so that they can effectively respond to change.

Nominal Hours: 50

Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants are required to keep a reflective journal throughout their practicum experience and use it to write two reports on their IPDP’s, Yes/No.

VPAU461 DEVELP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT


Descriptions: This unit describes the knowledge, skills and performance outcomes required to design and implement strategies to attract and secure new business in an education and training environment. Designing strategies includes analysing models and approaches to strategy development and business planning to inform management decisions related to business development in an education and training environment.

Nominal Hours: 50

Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

Assessment: Reflective Journal, Participants are required to keep a reflective journal and use it to write two reports on their IPDP’s, Yes/No.

VPAU599 DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to identify and develop the personal knowledge and skills necessary to function effectively in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Assessments required may include assignments, classwork, presentation.

VPAU600 UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to conduct and evaluate basic market research in order to develop a simple marketing plan for a small business product or service. It provides foundation skills and knowledge necessary to undertake market research activities in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 25

Required Reading: No required reading.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU601 CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to collect information on the nature of small business operations and to generate and examine ideas that will enhance small business operations to a target audience. It provides foundation skills and knowledge necessary to work effectively in a small business environment. At this level work is generally undertaken under supervision.

Nominal Hours: 40

Required Reading: No required reading.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU602 PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to contribute to small business quality processes. It covers participating in collaborative workplace relationships, identifying areas for workplace improvements, and taking initiative in change processes in order to increase productivity. This unit also covers complying with basic environmental work practices. It provides foundation skills and knowledge necessary to relate an individual’s work role to a quality context. At this level work is generally undertaken under supervision.

Nominal Hours: 25

Required Reading: No required reading.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU603 CONTRIBUTE TO SMALL BUSINESS PLANNING

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to contribute to small business planning. It covers identifying and evaluating the key components of a business plan and making suggestions to strengthen small business planning and operations. It provides foundation skills and knowledge necessary to support and actively participate in planning processes. At this level work is generally undertaken under supervision.

Nominal Hours: 25

Required Reading: No required reading.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU604 UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS

Locations: Other.

Descriptions: This unit covers the knowledge and skills required to work effectively in a small business while undertaking a workplace orientation program. It covers identifying and following organisational guidelines for workplace orientation and becoming familiar with the operations of the small business. All work is undertaken under supervision and in accordance with the small business operating policies and Occupational Health and Safety procedures.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessments required include assignments, classwork, presentation.

VPAU605 ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS

Locations: Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to complete a range of tasks under supervision for the set up and operation of activities and events. As such the unit includes a general knowledge of the issues to be considered in staging any type of activities or event.

Nominal Hours: 25

Required Reading: No required text.
VU20107 LAW OF TORTS
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Descriptions: The purpose of this module is to provide a detailed knowledge and skills in the Law of Torts as might be relevant for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment may include: written tests, class discussion, case study analysis, assignments.

VU20108 LAW OF CONTRACT
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Descriptions: The purpose of this module is to provide a detailed knowledge of contract law as might be relevant to a person working in a legal office, private or public sector organisation or other area requiring a specialised knowledge of contract law principles and to enable the learner to evaluate contractual issues in both social and domestic, and commercial environments.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20109 PROPERTY LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Descriptions: The purpose of this module is to provide detailed knowledge of property law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring thorough knowledge of Property Law concepts and applications, including analysis of estates and interests, mortgages, easements, and covenants, tenancies, and adverse possession.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: Case study analysis, short answers questions, written assignment, test/examination, oral presentation and project.

VU20110 LAW OF EVIDENCE
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS
Descriptions: To provide learners with detailed knowledge and skills in the rules of evidence and procedure as they apply to civil and criminal trials as might be relevant to a person working in a legal office, an insurance company or associated fields in the public or corporate sectors. Knowledge of the rules of evidence will enable analysis and evaluation of evidence available in connection with the preparation of a case for trial.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: Practical exercise, written tests, written assignment and case study analysis.

VU20111 LEGAL PROCESS
Locations: Footscray Nicholson, City King St.
Descriptions: The purpose of the module is to provide detailed knowledge and skills of the Australian legal system as might be relevant for a person working in a legal office, or associated fields in the public or corporate sectors. Knowledge of the Australian legal system will enable analysis and evaluation of the institutions in the legal system, investigation and classification of the sources of Australian law and discussion and evaluation of the concepts underlying the application of law.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20112 COMMERCIAL LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20108 - LAW OF CONTRACT
VU20111 - LEGAL PROCESS
Descriptions: To provide the learner with the knowledge and skills in particular areas of commercial law, including partnerships, bankruptcy, business names, franchises and trusts, relevant to a person working in a legal office, private or public sector department, where a thorough knowledge of those areas is required.
Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20113 PRACTICE IN A LEGAL ENVIRONMENT
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20107 - LAW OF TORTS
VU20108 - LAW OF CONTRACT
VU20109 - PROPERTY LAW
VU20110 - LAW OF EVIDENCE
VU20111 - LEGAL PROCESS
VU20112 - COMMERCIAL LAW
Descriptions: To provide learners with knowledge and skills to initiate the client file, take instructions and provide required legislative information, consult with internal/external specialist(s), and prepare, develop and manage legal documents, to ensure that all necessary information is obtained and that documentation accurately reflects the client’s needs, according to organisational policies and procedures.
Nominal Hours: 68
Required Reading: No required text
Assessment: Assessment methods may include: practical demonstration in a real work environment, role plays, oral/written short answers, case studies and group discussion.

VU20114 THE CONVEYANCING PROCESS
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20109 - PROPERTY LAW
VU20111 - LEGAL PROCESS
VU20115  FAMILY LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: The purpose of this module is to provide skills in the field of land contract law as might be relevant to a person working in a legal office, conveyancing department or office, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of the law and skills in the field of Family Law and the related fields of de facto relationships, enforcement of Family Court orders and related matters as skills desirable for a person engaged in the operation of a legal office, citizen’s advice bureau or similar information service.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment methods may include: case study analysis, short answer questions, written assignments, oral presentations and project.

VU20116  WILLS, PROBATE AND ADMINISTRATION

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: The purpose of the module is to provide and develop specialised skills in particular areas of Wills and Deceased Estates as might be desired for a person engaged in the operation of a legal office, associated fields in the public or corporate sectors.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment may include: case study analysis, short answer questions, written assignments, oral presentations and project.

VU20117  CIVIL PROCEDURE

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20110 - LAW OF EVIDENCE, VU20111 - LEGAL PROCESS

Descriptions: The purpose of the module is to provide skills and knowledge in the area of litigation and civil procedure including the civil jurisdiction, structure, procedure and operation of the courts in Victoria.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment methods may include: Test, practical exercise, assignment, class discussion, case study analysis, short answer questions, oral presentation and project.

VU20118  CRIMINAL LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: The purpose of this module is to provide detailed examination and analysis skills of criminal law as might be relevant to a person working in a legal office, for a legal aid provider or government department or in a criminal justice context and incorporates a study of criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law and evaluation of law reform issues.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment methods may include: Test/written examination, case study analysis, short answers questions, written assignments, oral presentations and project.

VU20119  LAND CONTRACTS

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20109 - PROPERTY LAW, VU20111 - LEGAL PROCESS, VU20114 - THE CONVEYANCING PROCESS

Descriptions: The purpose of this module is to provide training in the field of land contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of conveyancing duties of care, investigation of title, parties and procedures, small business transactions and subdivision rules.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment methods will include class based test, written assignments and case study analysis.

VU20120  MORTGAGES, LEASES AND BUILDING CONTRACTS

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20109 - PROPERTY LAW, VU20111 - LEGAL PROCESS, VU20114 - THE CONVEYANCING PROCESS

Descriptions: The purpose of this module is to provide skills and knowledge in the field of Land Contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a detailed knowledge of the law of mortgages, and an examination of the appropriate rules relating to commercial leases and building contracts.

Nominal Hours: 51

Required Reading: No required text

Assessment: Assessment methods may include: case study analysis, class based test, written assignment/reports and oral presentations.

VU20121  CONSUMER PROTECTION LAW

Locations: Footscray Nicholson, City King St.

Prerequisites: VU20108 - LAW OF CONTRACT, VU20111 - LEGAL PROCESS

Descriptions: To enable the learner to identify, examine areas of the law which relate to consumers, sellers and manufacturers as skills relevant to working in a legal
office, a Legal Aid provider, government department, financial institution or other area dealing with consumers, suppliers of goods or services or manufacturers.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: Test, case study, assignments and project.

VU20122  ADMINISTRATIVE LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: To provide students with a knowledge of the major areas of administrative law including the structure of government in Australia, the legal restraints on the use of governmental power, methods of review of government decisions and access to government information as might be relevant for a person working in a legal office, government department or agency or organization having dealings with government departments or agencies.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: Tests, practical exercises, case study analysis and assignments.

VU20123  INTELLECTUAL PROPERTY AND BUSINESS LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20108 - LAW OF CONTRACT, VU20111 - LEGAL PROCESS

Descriptions: The purpose of this module is to provide detailed skills and knowledge in particular areas of intellectual property and business law relevant for a person engaged in the operation of a legal office, private or public sector organisation or other area requiring a specialised knowledge of business and intellectual property law principles.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: Case study analysis, written assignment/reports, class based test and project.

VU20124  LEGAL RESEARCH METHOD
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: To provide learners with the knowledge and skills necessary to undertake research as might be required of a person working in a legal office or in associated fields in the public or corporate sectors.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: class tests, written assignments and practical exercises.

VU20125  CORPORATIONS LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS

Descriptions: To provide skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: class test, assignments, case study analysis and project.

VU20126  EMPLOYMENT LAW
Locations: Footscray Nicholson, City King St.
Prerequisites: VU20111 - LEGAL PROCESS, VU20108 - LAW OF CONTRACT

Descriptions: The purpose of this module is to provide a detailed knowledge of the laws relating to employment that would be relevant to a person working in a legal office, government department or other allied areas.

Nominal Hours: 51
Required Reading: No required text
Assessment: Assessment methods may include: class based test, case study analysis, written assignment and project.

WRRC1B  OPERATE RETAIL EQUIPMENT
Locations: Industry.

Descriptions: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Nominal Hours: 21
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRC5B  CO-ORDINATE INTERACTION WITH CUSTOMERS
Descriptions: Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.

Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRE3B  MAINTAIN EMPLOYEE RELATIONS
Locations: Industry.

Descriptions: Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.

Nominal Hours: 36
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRF1B  BALANCE REGISTER/TERMINAL
Descriptions: Remove takings from register/terminal; Reconcile takings.

Nominal Hours: 18
Assessment: This unit may be assessed by tests, assignments, classwork.
WRRISA  MAINTAIN AND ORDER STOCK
Locations: Industry.
Descriptions: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Nominal Hours: 36
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Descriptions: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B  MERCHANDISE PRODUCTS
Descriptions: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B  PERFORM ROUTINE HOUSEKEEPING DUTIES
Descriptions: Organise work area; Clean work area.
Nominal Hours: 18
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  CO-ORDINATE MERCHANDISE PRESENTATION
Descriptions: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Descriptions: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B  MINIMISE THEFT
Descriptions: Apply routine store security; Minimise theft.
Nominal Hours: 21
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MAINTAIN STORE SAFETY
Descriptions: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Descriptions: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B  MERCHANDISE PRODUCTS
Descriptions: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B  PERFORM ROUTINE HOUSEKEEPING DUTIES
Descriptions: Organise work area; Clean work area.
Nominal Hours: 18
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  CO-ORDINATE MERCHANDISE PRESENTATION
Descriptions: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Descriptions: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B  MINIMISE THEFT
Descriptions: Apply routine store security; Minimise theft.
Nominal Hours: 21
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  MAINTAIN STORE SAFETY
Descriptions: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A  CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Descriptions: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Nominal Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B  MERCHANDISE PRODUCTS
Descriptions: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B  PERFORM ROUTINE HOUSEKEEPING DUTIES
Descriptions: Organise work area; Clean work area.
Nominal Hours: 18
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM3B  CO-ORDINATE MERCHANDISE PRESENTATION
Descriptions: Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A  MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Descriptions: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRP3B  INITIATE AND IMPLEMENT CHANGE
Descriptions: Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 150
Assessment: As per accredited curriculum

WRRPM1B  ADMINISTER HUMAN RESOURCES POLICY
Descriptions: Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.
Nominal Hours: 36
Required Reading: -
Assessment: As per accredited curriculum

WRRPM2B  RECRUIT AND SELECT PERSONNEL
Descriptions: Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.
Nominal Hours: 36
Assessment: As per accredited curriculum

WRRPM3B  LEAD AND MANAGE PEOPLE
Descriptions: Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.
Nominal Hours: 36
Assessment: As per accredited curriculum

WRRS2B  ADVISE ON PRODUCTS AND SERVICES
Descriptions: Develop product/service knowledge; Recommend specialised products/services.
Nominal Hours: 27
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS3B  CO-ORDINATE SALES PERFORMANCE
Descriptions: Implement sales policies and procedures; Monitor achievement of sales targets.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

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

WRRSS10B  RECOMMEND SPORTING PRODUCTS AND SERVICES
Descriptions: Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.
Nominal Hours: 36
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS15B  RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS
Descriptions: Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/cosmetic products.
Nominal Hours: 36
Assessment: This unit may be assessed by tests, assignments, classwork.
SCHOOL OF BUSINESS AND HOSPITALITY

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

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

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS) (I)
Course Code: 21613VIC
Campus: Footscray Nicholson.
Course Objectives: The course aims to provide skills and knowledge for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education.
Careers: Operational and management roles in International Trade businesses.
Course Duration: 0.5 years
Selection Processes: Direct Entry VTAC Written Application Written Test
Prerequisite Unit Requirements: Students must have successfully completed BSB50807 Diploma of International Business or its equivalent.
Course Structure
Students are required to complete 5 core units and 1 elective. Core Units of Study
VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION 60
VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT 60
VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE 60
VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS 80
VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES 60
Elective Units of Study
VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP 80
OR
VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION 15
PLUS Language for a selected country or region* 100-120
*Providers are to choose appropriate accredited language modules.
For further information regarding this course, contact the School on (03) 9919 8686.

CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS) (I)
Course Code: 21639VIC
Campus: Footscray Nicholson.
About this course: This course provides students with the skills and knowledge to work in a range of PR industries.
Careers: When you graduate you will be a trainee/clerk in a Public Relations or Marketing agency.
Course Duration: 1 year
Selection Processes: Direct Entry Interview Written Test
Course Structure
Core Units of Study
BSBPUB401A DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY 80
BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS 80
BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
CUFWRT04A WRITE PRESENTATION MATERIAL 20
CUSGEN05B MAKE PRESENTATIONS 35
BSBMKG408A CONDUCT MARKET RESEARCH 80
ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA 50
BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS 50
BSBSBM403A PROMOTE THE BUSINESS 50
E elective Units of Study
One unit of study from the following:
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES 40
For further information regarding this course, contact the School on (03) 9919 8686.

ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS) (I)
Course Code: 21640VIC
Campus: Footscray Nicholson.
About this course: This course provides students with the skills and knowledge to work in a range of PR industries.
Careers: Graduates will be qualified to work as a PR consultant, Marketing Communications Officer or Public Relations Account Manager.
Course Duration: 1 year
Admission Requirements Year 12:
Admission Requirements International:
Admission Requirements Mature Age:
Admission Requirements VET:
Selection Processes: Direct Entry
Course Structure
Core Units of Study
Successful completion of 21639VIC Certificate IV in Business (Public Relations).
PUACOM004A MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES 25
VBPF336 DEVELOP STRATEGIC PR WRITING 50
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
CHCPOL5A MANAGE RESEARCH ACTIVITIES 75
OR
PSGEOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50

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

ADVANCED DIPLOMA OF BUSINESS (PUBLIC RELATIONS)

Course Code: 22038VIC

Campus: Footscray Nicholson.

About this course: The course seeks to develop skills and knowledge required in the public relations industry at the Advanced Diploma level, and currently not covered by any Training Package. The forerunner of this course has been successful over the past 16 years and so this indicates the ongoing demand in the community.

Course Objectives: The course has been developed to assist participants to achieve the occupational and management level in an organisation involved in international business.

Careers: This course will provide the skills and knowledge necessary for management activities within the field of Public Relations. These include: Public Relations Officer, Public Relations Communications Coordinator, Marketing Communications Coordinator, Media Relations Officer, Fundraising Personnel and Tourism Marketing and Promotions Coordinator.

Course Duration: 1 year

Admission Requirements Year 12: Applicants will be required to have achieved the Diploma of Business (Public Relations) prior to entry to the Advanced Diploma qualification.

Admission Requirements International: Must complete Diploma prior to entry. IELTS 5.5

ADVANCED DIPLOMA OF INTERNATIONAL BUSINESS

Course Code: 22039VIC

Campus: Footscray Nicholson.

Course Objectives: The course aims to provide skills and knowledge for students wishing to pursue a career in an area of International Business and/or articulate into the relevant area of higher education. This is an entry level qualification for a career at the operational/management level in an organisation involved in international business.


Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE and or extensive VETiS courses

Admission Requirements International: IELTS 5.5
DIPLOMA OF BUSINESS (PUBLIC RELATIONS)
Course Code: 22051VIC

Campus: Footscray Nicholson.

About this course: The course seeks to develop skills and knowledge required in the public relations industry at the Diploma level, and currently not covered by any Training Package. The forerunner of this course has been successful over the past 16 years and so this indicates the ongoing demand in the community.

Course Objectives: This course has been developed to assist students to achieve knowledge, skills and ability to meet Diploma qualification requirements. The course will provide participants with broad public relations skills and knowledge to obtain employment in the Public Relations field in roles such as client liaison officer, campaign co-ordinator and promotions co-ordinator.

Careers: Client liaison officer, campaign co-ordinator and promotions co-ordinator.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE
Admission Requirements International: Completion of year 12 IELTS 5.5
Admission Requirements Mature Age: Applicants will be considered on their merit
Admission Requirements VET: Applicants will be considered on their merit

Selection Processes: Direct Entry Interview VTAC

Course Structure: To attain a Diploma of Business (Public Relations), participants are required to successfully complete a total of 8 units of competency comprising: #8226; Five (5) core units of competency #8226; Three (3) elective units Core Units

VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION 60
VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES 60
VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS 80
VU20067 MANAGE AND RESEARCH IMPORT AND EXPORT VENTURE 60
VU20069 MANAGE ECONOMIC TRENDS IN THE GLOBAL MARKET 60

Elective Units
BSBOST515A MANAGE OPERATIONAL PLAN 60
TLIY5108A ESTABLISH SUPPLY CHAINS 20
BSBPUR503B MANAGE INTERNATIONAL PURCHASING 50

DIPLOMA OF BUSINESS AND ENTERPRISE (I)
Course Code: 313CO207

Campus: Footscray Nicholson, City King St, Other, Henan College of Finance and Taxation (HCFT), Zhengzhou; Henan University, Kai Feng; Liaoning University (LU), Shenyang; Shandong Jianzhu University, Jinan; Sichuan University (ILTC), Chengdu.

About this course: This course is offered to international students with a pathway to further education courses, specifically the Bachelor of Business at Victoria University. It provides students with an understanding of Australian and international business cultures, business principles, organisational structures and socio-political-legal environment in which business operates.

Course Objectives: The Diploma of Business and Enterprise aims to develop a broad range of business knowledge and skills to enable students to successfully undertake further study at undergraduate level in business including chosen specialist disciplines.

Careers: Whilst the course is primarily designed to provide a pathway to higher level studies, students who exit with the Diploma of Business and Enterprise will have acquired a range of vocational skills relevant to working in the business world.

Course Duration: 1 year

Selection Processes: Direct Entry

Course Structure: Students are required to successfully complete 8 units of study as selected by the School.

313CO207U01 ACCOUNTING 120
313CO207U02 BUSINESS LAW PRINCIPLES 90
313CO207U03 BUSINESS MATHEMATICS & STATISTICS 90
313CO207U04 ECONOMICS 90
313CO207U05 INFORMATION SYSTEMS 90
313CO207U06 MARKETING 90
313CO207U07 MANAGEMENT 90
313CO207U09 BUSINESS COMMUNICATIONS 120

CERTIFICATE IV IN ADVERTISING (I)
Course Code: BSB40107

Campus: Footscray Nicholson.

About this course: Provides the knowledge and skills required by a member of an advertising team in areas such as target market and audience profiling, pre-campaign testing, production monitoring, advertisement scheduling and media buying.
Course Objectives: The course aims to provide the knowledge and skills required for a person wishing to acquire well-developed advertising skills & a broad knowledge base for application in a wide variety of Industry contexts.

Careers: Account Co-ordinator, Art Director, Copywriter, Media Assistant, Media Buyer, Assistant Account Planner, Media Planner.

Course Duration: 1 year

Selection Processes: Direct Entry Interview Portfolio VTAC

Course Structure: The course is approximately 6 months full-time. All units selected are subject to the approval of the Head of School.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

Complete five core units listed below:

- BSBADV402B CONDUCT PRE-CAMPAIGN TESTING 50
- BSBADV403B MONITOR ADVERTISING PRODUCTION 50
- BSBADV404B SCHEDULE ADVERTISEMENTS 40
- BSNMKG401B PROFILE THE MARKET 50
- BSNMKG402B ANALYSSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60

Plus a minimum of five elective units:

- BSBADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS 30
- BSNMKG414A UNDERTAKE MARKETING ACTIVITIES 50
- BSBADV503B COORDINATE/adVERTISING RESEARCH 50
- BSRES401A ANALYSSE AND PRESENT RESEARCH INFORMATION 40
- BSBFA402A REPORT ON FINANCIAL ACTIVITY 40
- BSNMKG413A PROMOTE PRODUCTS AND SERVICES 40
- BSBEDE401A DEVELOP TEAMS AND INDIVIDUALS 40
- BSBEHS407A PARTICIPATE IN OHS PROCESSES 20
- PSPG0406B GATHER AND ANALYSSE INFORMATION 30
- ICAY1204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20

---

CERTIFICATE IV IN BUSINESS SALES (I)

Course Code: BSB40607

Campus: St Albans.

About this course: ,

Careers: Sales account assistants, sales agents and sales representatives.

Course Duration: 0.5 years

Selection Processes: Direct Entry VTAC Written Application

Course Structure: Completion of a minimum of 10 units: 1 core and 9 electives. Core unit:

- BSBOHS407A MONITOR A SAFE WORKPLACE 50

Elective units:

- BSBCMM401A MAKE A PRESENTATION 30
- BSNMKG413A PROMOTE PRODUCTS AND SERVICES 40
- BSRES401A ANALYSSE AND PRESENT RESEARCH INFORMATION 40

Elective Units

- BSBFA402A REPORT ON FINANCIAL ACTIVITY 30
- BSRES401A ANALYSSE AND PRESENT RESEARCH INFORMATION 40
- BSBEHR401A RECRUIT, SELECT AND INDUCT STAFF 50
- BSBEHR403A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- BSBEWR401A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50

---

CERTIFICATE IV IN HUMAN RESOURCES (I)

Course Code: BSB41007

Campus: Footscray Nicholson.

Course Objectives: The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

Careers: Human Resources Assistant, Human Resources Officer, Payroll Officer.

Course Duration: 0.5 years

Selection Processes: Direct Entry VTAC Written Application

Course Structure: Complete a total of 10 units: 4 core units plus 6 elective units. At least 3 of the elective units must be selected from the elective units listed. The other 3 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification. 1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Human Resources to Diploma of Human Resources. Please contact the School for advice. Recognition of Prior Learning may apply. All units selected are subject to the approval of the Head of School.

Core Units

- BSBHRM401A REVIEW HUMAN RESOURCES FUNCTIONS 40
- BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
- BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- BSBEWR401A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50

Elective Units

- BSBFA402A REPORT ON FINANCIAL ACTIVITY 30
- BSRES401A ANALYSSE AND PRESENT RESEARCH INFORMATION 40
- BSBEHR401A RECRUIT, SELECT AND INDUCT STAFF 50
- BSBEHR403A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- BSBEWR401A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES 50

---
CERTIFICATE IV IN INTERNATIONAL TRADE (I)
Course Code: BSB41107
Campus: Footscray Nicholson.
Course Objectives: This qualification provides training at AQTF Level 4 for individuals wishing to acquire well-developed skills and broad knowledge base in export and import industries.
Careers: Export Customer Service Coordinator, Exporter, Importer, Trade Coordinator.
Course Duration: 1 year
Admission Requirements Year 12: Successful completion of VCE or equivalent
Admission Requirements International: IELTS 5.5
Admission Requirements Mature Age: Direct or VTAC entry
Admission Requirements VET: Not Applicable
Selection Processes: Direct Entry Interview VTAC
Course Structure: To qualify for this award students must complete a total number of 10 units: 4 international trade units plus 6 elective units. At least 3 of the elective units must be selected from the international trade list in the BSB07 Training Package. The other 3 elective units may be selected from the remaining elective units or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification. All units selected are subject to the approval of the Head of School. Complete a minimum of four core units listed below:

- BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES 20
- BSBINT402B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE 30
- BSBINT403B PLAN FOR INTERNATIONAL TRADE 50
- BSBINT404B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE 30

Plus a minimum of six elective units:

- BSBINT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS 40
- BSBMKG416A MARKET GOODS & SERVICES INTERNATIONALLY 70
- BSBMKG415A RESEARCH INTERNATIONAL MARKETS 50
- BSBINT445A PROMOTE COMPLIANCE WITH LEGISLATION 40
- BSBITM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS 20
- BSBWRT401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS 100
- BSBWRT402A WRITE COMPLEX DOCUMENTS 50
- BSBFM402A REPORT ON FINANCIAL ACTIVITY 30
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBEBU401A REVIEW AND MAINTAIN A WEBSITE 50
- BSBPMG401A ESTABLISH NETWORKS 35
- BSBMKG414A UNDERTAKE MARKETING ACTIVITIES 50
- BSBITM301A CREATE AND USE DATABASES 30
- PSPGV404B GATHER AND ANALYSE INFORMATION 30
- ICAU1204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- BSBITM441A MAKE A PRESENTATION 30
- BSBINT408B PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS 40

Elective Units of Study
- BSBMKG401B PROFILE THE MARKET 60
- BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
- BSBMKG403B CONDUCT MARKET RESEARCH 60
- BSBMKG404B SUPPORT POST-SALE ACTIVITIES 20
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50

CERTIFICATE IV IN MARKETING (I)
Course Code: BSB41307
Campus: St Albans.
Course Objectives: This qualification provides individuals with well-developed marketing skills and a broad knowledge base in a wide variety of marketing contexts. It may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to a more senior marketing practitioner.
Careers: Marketing assistant, direct marketing assistant, marketing coordinator or public relations officer.
Course Duration: 1 year
Selection Processes: Direct Entry VTAC
Course Structure: This course is 1 year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: This course includes BSB40607 Certificate IV in Business Sales. All units selected are subject to the approval of the Head of School.
Core Units of Study
- BSBMKG401A MAKE A PRESENTATION 30
- BSBMKG402A PROFILE THE MARKET 50
- BSBMKG403A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60
- BSBMKG404A CONDUCT MARKET RESEARCH 60
- BSBMKG405A SUPPORT POST-SALE ACTIVITIES 20
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50

Elective Units of Study
- BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 40
- BSBMKG403B CONDUCT MARKET RESEARCH 40
- BSBMKG404B SUPPORT POST-SALE ACTIVITIES 20
- BSBWRT401A WRITE COMPLEX DOCUMENTS 50

CERTIFICATE IV IN PROJECT MANAGEMENT
Course Code: BSB41507
Campus: Industry.
About this course: This course will be delivered part time to learners who are currently in the workforce and to industry.
Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.
Careers: Project Coordinator, Project Management Officer, Project Team Member, Project or Program Administrator.
Course Duration: 2 months
Selection Processes: Direct Entry Employer Choice
Course Structure: Students must successfully complete a minimum of 8 core units as specified in the BSB07 Business Services Training Package. Core units:

- BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES 40
- BSBPMG402A APPLY TIME MANAGEMENT TECHNIQUES 40
- BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES 40
CERTIFICATE IV IN UNIONISM AND INDUSTRIAL RELATIONS
Course Code: BSB41807
Campus: Industry.
Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in unionism and industrial relations in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.
Careers: Union Organiser, Workplace Union Representative
Course Duration: 1 year
Selection Processes: Employer Choice Written Application
Course Structure: Students must successfully complete a minimum of 10 units - 3 core units plus 2 unionism units plus 5 elective units. At least 3 of the elective units must be selected from the remaining unionism units or the elective units listed in the BSB07 Training Package. The other 2 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed, 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.
Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.
Core: BSBWRK403A COMMUNICATE WITH WORKERS 50
BSBWRK404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS 40
BSBWRK405A PROMOTE UNION VALUES, PRINCIPLES AND POLICIES 50
Electives: BSBWRK407A PROVIDE ADVICE TO UNION MEMBERS 30
BSBWRK406A PARTICIPATE IN THE BARGAINING PROCESS 50
BSBLREL401A ESTABLISH NETWORKS 35
BSBHOHS407A MONITOR A SAFE WORKPLACE 50
BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM 40

DIPLOMA OF BUSINESS
Course Code: BSB50101
Campus: Footscray Nicholson, City King St, Industry.
This course is for Continuing students only.
About this course: The course is a generic business program to provide the knowledge and skills required to pursue a management role.
Course Objectives: The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.
Careers: Management.
Course Selection Processes: Direct Entry Employer Choice
Course Structure: This course is offered to international students on a full-time basis. The course is also offered on a part time basis to industry. All units selected are subject to the approval of the Head of School.
- A maximum of four units may be selected from the Assessment and Workplace Training domain.
- A minimum of five units from any field or domain of the Business Services Training Package (BSB01) from a Diploma qualification;
- Three units from the (BSB01) Business Services Training Package, or any other endorsed Training Package, of which a minimum of 2 units must be from a Diploma qualification and one unit may be included from a Certificate IV or Advanced Diploma qualification.
Units from other Training Packages must not duplicate units selected from the Business Training Package.
All units selected must contribute to and combine to form a work outcome.
Units offered: 0
BSBADM502A MANAGE MEETINGS 30
BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS 50
BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT 80
BSBCHM420A WRITE COMPLEX DOCUMENTS 50
BSBFILM501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBFILM502A PROVIDE LEADERSHIP IN THE WORKPLACE 60
BSBFILM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFILM504A FACILITATE WORK TEAMS 60
BSBFILM506B MANAGE WORKPLACE INFORMATION SYSTEMS 60
BSBFILM507A MANAGE QUALITY CUSTOMER SERVICE 60
BSBFILM512A ENSURE TEAM EFFECTIVENESS 60
BSBFILM514A MANAGE PEOPLE 60
BSBHR402A RECRUIT AND SELECT PERSONNEL 40
BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS 60
BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS 40
BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES 60
BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT505A ENSURE A SAFE WORKPLACE 60
BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
DIPLOMA OF ADVERTISING (I)
Course Code: BSB50107
Campus: Footscray Nicholson.

Course Objectives: The course aims to provide the knowledge and skills required for a person wishing to acquire skills in Advertising management to ensure that advertising functions are effectively conducted in an organisation or business area.

Careers: Managing Advertising Function, Media Planner, Media Buyer, Copywriter, Copy Director.

Course Duration: 0.5 years
Selection Processes: Direct Entry Interview Portfolio VTAC

Prerequisite Unit Requirements: Applicants with no prior qualification or experience are expected to complete the Certificate IV in Advertising before commencing this course.

Course Structure: The course is approximately 6 months full-time. All units selected are subject to the approval of the Head of School. Complete a minimum of five core units listed below:

Core Units
- BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF 60
- BSBWRT501A WRITE PERSUASIVE COPY 50
- BSBADV503B COORDINATE ADVERTISING RESEARCH 50
- BSBADV510A CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS 50
- BSBADV507A DEVELOP A MEDIA PLAN 60

Plus a minimum of three elective units:
- BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
- BSBMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS 20
- BSBMKG514A IMPLEMENT AND MONITOR MARKETING ACTIVITIES 50
- BSBADV511A EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS 50
- BSBMKG505A REVIEW MARKETING PERFORMANCE 40

DIPLOMA OF HUMAN RESOURCES MANAGEMENT (I)
Course Code: BSB50607

Course Objectives: The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation and/or articulate into a relevant area of higher education.

Careers: Consultant, Manager, Advisor or Senior Officer in the Human Resource field.

Course Duration: 1 year
Admission Requirements Year 12: Successful completion of VCE or equivalent
Admission Requirements International: IELTS 5.5
Admission Requirements Mature Age: Extensive industry experience. Direct or VTAC application
Admission Requirements VET: Not Applicable

Selection Processes: Direct Entry Interview VTAC

Course Structure: One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply. Students must successfully complete a minimum of 8 units, 3 core units plus 2 elective. At least 2 electives must be selected from the elective list for this qualification provided in the training package (aligned at AQF4). The other 2 elective units may be selected from the remaining elective units listed in the Training Package for this qualification or from any course in the BSB07 Training Package or other endorsed national Training Package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification. All units selected are subject to the approval of the Head of School.

Core Units
- BSBHRM501A MANAGE HUMAN RESOURCES SERVICES 60
- BSBHRM503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS 60
- BSBHRM504A MANAGE WORKFORCE PLANNING 60

Elective Units
- BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS 60
- BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK 50
- BSBFIM502A MANAGE PAYROLL 30
- BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
- BSBWSK509A MANAGE INDUSTRIAL RELATIONS 80
- BSBHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES 60
- BSBINN601A MANAGE ORGANISATIONAL CHANGE 60
- BSBRSK501A MANAGE RISK 60
- BSBPMG510A MANAGE PROJECTS 60
- BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
- BSBHSS509A ENSURE A SAFE WORKPLACE 60
- BSBHRM507A MANAGE SEPARATION OR TERMINATION 50
- BSBUCS501A MANAGE QUALITY CUSTOMER SERVICE 40
- BSBHRM502A MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS 60
- BSBFIM601A MANAGE FINANCES 80
- BSBM6105B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
DIPLOMA OF INTERNATIONAL BUSINESS (I)

Course Code: BSB50807

Campus: Footscray Nicholson.

Course Objectives: This qualification provides training for individuals wishing to acquire well-developed skills and broad knowledge base in the management of export and import businesses. Students completing this qualification may proceed to the Advanced Diploma level which in turn could lead on to articulation into the undergraduate degree course.

Careers: Trainee Manager/Manager/Accounts Manager in several fields of the international business/international trade sector.

Course Duration: 0.5 years

Selection Processes: Direct Entry Interview VTAC

Course Structure
6 months full time, or equivalent part time. All units selected are subject to the approval of the Head of School.

Core Units of Study
- BSBMKG516A  PROFILE INTERNATIONAL MARKETS  60
- BSBMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS  60
- BSBMKG511A  ANALYSE DATA FROM INTERNATIONAL MARKETS  60
- BSBMKG512A  FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS 60
- BSBMKG513A  PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS 50

Elective Units of Study
- BSBFIA501A  REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS  70
- BSBREL501A  BUILD INTERNATIONAL CLIENT RELATIONSHIPS 50
- BSBMGT515A  MANAGE OPERATIONAL PLAN  60
- BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
- BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
- BSBHSS509A  ENSURE A SAFE WORKPLACE  60
- BSBRSK501A  MANAGE RISK 60

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

DIPLOMA OF MARKETING (I)

Course Code: BSB51207

Campus: Footscray Nicholson, St Albans.

Course Objectives: The course aims to provide the knowledge and skills in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area.

Careers: Brand Managers, Category Managers, Direct Marketing Managers, Marketing Team Leaders and Public Relations Managers.

Course Duration: 0.5 years

Selection Processes: Direct Entry Interview VTAC

Course Structure
This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students progress through Certificate IV in Marketing prior to commencing this Diploma program. All units selected are subject to the approval of the Head of School.

Core Units of Study
- BSBMKG501B  IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES 70
- BSBMKG502B  ESTABLISH AND ADJUST THE MARKETING MIX 60
- BSBMKG506B  PLAN MARKET RESEARCH 50
- BSBMKG507A  INTERPRET MARKET TRENDS AND DEVELOPMENTS 50
- BSBMKG514A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES 50
- BSBMKG515A  CONDUCT A MARKETING AUDIT 40

Plus three electives: BSBMKG409A  DESIGN DIRECT RESPONSE OFFERS 60
- BSBMKG508A  PLAN DIRECT MARKETING ACTIVITIES 50
- BSBADV507B  DEVELOP A MEDIA PLAN 60
- BSBMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS 60
- BSBMKG401B  PROFILE THE MARKET 50

ADVANCED DIPLOMA OF ADVERTISING (I)

Course Code: BSB60107


Course Objectives: To provide training for the management of the overall advertising function of organisations, managing an advertising studio or operating as a sole trader.

Careers: Account Director, Account Planning Manager, Client Services Executive, Client Services Director.

Course Duration: 0.5 years

Selection Processes: Direct Entry Interview VTAC

Prerequisite Unit Requirements: Applicants with no prior qualification or experience are expected to complete the Diploma of Advertising before commencing this course.

Course Structure
Students must complete 5 core advertising units plus 3 elective units. At least 2 of the elective units must be selected from the elective units listed in this qualification of the BSB07 Training Package. The 1 other elective unit may be selected from the remaining electives, or any other currently endorsed National Training Package. If not listed, the 1 unit may be selected from a Diploma qualification. All units selected are subject to the approval of the Head of School. Complete a minimum of five core units listed below:

Core Units of Study
- BSBADV602B  DEVELOP AN ADVERTISING CAMPAIGN 60
- BSBADV603B  MANAGE ADVERTISING PRODUCTION 70
- BSBADV604B  EXECUTE AN ADVERTISING CAMPAIGN 70
- BSBADV512A  DEVELOP AN ADVERTISING STRATEGY AND BRIEF 60
- BSBADV605B  EVALUATE CAMPAIGN EFFECTIVENESS 60

Plus a minimum of three elective units:
- BSBMKG603B  MANAGE THE MARKETING PROCESS 50
- BSBMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN 60
- BSBCOM603B  PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM 50
- BSBMKG606B  MANAGE INTERNATIONAL MARKETING PROGRAMS 50
- BSBCRT501A  ORIGINATE AND DEVELOP CONCEPTS 30
ADVANCED DIPLOMA OF MANAGEMENT
Course Code: BSB60407
Course Objectives: This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.
Careers: When you graduate you will be qualified to work in management roles such as area manager, department manager or regional manager.
Course Duration: 1 year
Selection Processes: Direct Entry Employer Choice Written Application
Course Structure: Students must successfully complete a minimum of 8 units: 3 core and 5 elective units as specified in the BSB07 Business Services Training Package.
Core Units:
- BSBINM601A MANAGE ORGANISATIONAL CHANGE 60
- BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS 80
Elective units:
- BSBFIN601A MANAGE FINANCES 80
- BSBHS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS 50
- PSPG602B ESTABLISH AND MAINTAIN STRATEGIC NETWORKS 40
- BSBMGT502B MANAGE PEOPLE PERFORMANCE 70
- BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT 70
- BSBPMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES 60
- BSBRSK501A MANAGE RISK 60

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES
Course Code: CUL40104
About this course: Develops the role of Library Assistants in Library and Information Agency settings, who perform routine activities required for the operation of information system and services. Library Assistants exercise judgement within clearly established standards, practices and procedures.
Course Objectives: The course is designed to develop broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes as Library Assistants in Library and Information Agency settings.
Careers: Library Attendant or further study.
Course Duration: 1 year
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Direct Application
Admission Requirements VET: Not Applicable
Selection Processes: Direct Entry Employer Choice Written Application
Course Structure: Library Studies offer a range of study options are; part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. Core Units of Study
- CUL40104 DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
- CUEOH501B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
- BSBFILM404A LEAD WORK TEAMS 50
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40
- ICATTU006C OPERATE COMPUTING PACKAGES 60
- CULLB302C USE CATALOGUING TOOLS 40
- CULLB412C UNDERTAKE CATALOGUING ACTIVITIES 60
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULB005B SEARCH DATABASES 30
- CULLBO01B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
- CUEOH501B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
- BSBFILM404A LEAD WORK TEAMS 50
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40
- ICATTU006C OPERATE COMPUTING PACKAGES 60
- CULLB302C USE CATALOGUING TOOLS 40
- CULLB412C UNDERTAKE CATALOGUING ACTIVITIES 60
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULB005B SEARCH DATABASES 30
CERTIFICATE II IN TOURISM
Course Code: SIT20207

Campus: Industry.

About this course: This is an industry based traineeship for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Course Objectives: This qualification provides training at Certificate II level for individuals wanting to be competent in a defined range of basic tourism technical skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any designation, local or regional area, tourist precinct, site, attraction or onboard form of transportation.

Careers: When you graduate you will be qualified for junior positions in all sectors of the tourism industry such as office assistant for a small tour operator, documentation clerk for a tour wholesaler, receptionist and office assistant in a professional conference organiser, receptionist and office assistant in a travel retail agency, retail sales assistant in an attraction, museum attendant.

Course Duration: 1 year

Selection Processes: Direct Entry Employer Choice

Course Structure To achieve a Certificate II in Tourism, 11 units must be completed:
- all 4 core units and 7 elective units. Core Units:
  - SIT20207A OPERATE AN ONLINE INFORMATION SYSTEM
  - SIT20206B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS
  - BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY
  - ICMPM65DA CREATE WEB PAGES WITH MULTIMEDIA
- Elective Units:
  - CULLB810C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS
  - TAAASA401B PLAN AND ORGANISE ASSESSMENT
  - CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS
  - CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES
  - CULLB206C ASSIST WITH CIRCULATION SERVICES
  - CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS
  - CULLB307C USE MULTIMEDIA
  - CULLB004B PROCESS INFORMATION RESOURCE ORDERS

290
SITFAB003A  SERVE FOOD AND BEVERAGE TO CUSTOMERS 80
SITFAB009A  PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
SITFAB012A  PREPARE AND SERVE ESPRESSO COFFEE 30
BSBLED101A  PLAN SKILLS DEVELOPMENT 20
SITHCC007A  PREPARE SANDWICHES 6
SITHCC001A  ORGANISE AND PREPARE FOOD 20
BSBWOR204A  USE BUSINESS TECHNOLOGY 20
SIRRFSAO01A  APPLY RETAIL FOOD SAFETY PRACTICES 40
SITXENV001A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES 20
SIRRPIK003A  ADVISE ON FAST FOOD PRODUCTS 20
SITHCC031A  OPERATE A FAST FOOD OUTLET 36
SIRKCS001A  APPLY POINT-OF-SALE HANDLING PROCEDURES 20
SITFAB011A  DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
SITFAB004A  PROVIDE FOOD AND BEVERAGE SERVICE 110
SITXCOM003A  DEAL WITH CONFLICT SITUATIONS 20
SITXINV001A  RECEIVE AND STORE STOCK 10
SITXINV002A  CONTROL AND ORDER STOCK 25
SITFAB015A  PREPARE AND SERVE COCKTAILS 20
SITFAB011A  DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50

CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS) (I)
Course Code: SIT20030

Campus: Footscray Nicholson, Industry,

About this course: This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, caterers and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, caterers and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Careers: Breakfast cook, short order cook, fast food cook.

Course Duration: 0.5 years

Admission Requirements Year 12: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Admission Requirements International: IELTS level 5.5. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry Employer Choice Interview

Course Structure: Students must successfully complete 16 units: 11 core units and 5 elective units in accordance with the packaging rules for the qualification as specified in SIT07 Training Package. Core units

SITHCC001A  ORGANISE AND PREPARE FOOD 20
SITHCC002A  PRESENT FOOD 6
SITHCC003A  RECEIVE AND STORE KITCHEN SUPPLIES 10
SITHCC004A  CLEAN AND MAINTAIN KITCHEN PREMISES 10
SITHCC005A  USE BASIC METHODS OF COOKERY 45
SITHCC007A  DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCOM002A  PLAN SKILLS DEVELOPMENT 20
SITXCOM002A  WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXHS001A  FOCUS ON HEALTH, SAFETY AND SECURITY PROCEDURES 10
SITXHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SITXIND002A  APPLY HOSPITALITY SKILLS IN THE WORKPLACE 1

Elective Units
SITHCC006A  PREPARE APPETISERS AND SALADS 25
SITHCC007A  PREPARE SANDWICHES 6
SITHCC008A  PREPARE STOCKS, SAUCES AND SOUPS 35
SITHCC009A  PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES 45
SITHCC013A  PREPARE HOT AND COLD DESSERTS 50
SITHCC015A  SELECT, PREPARE AND COOK Poultry 25
SITHCC015A  PLAN AND PREPARE FOOD FOR BUFFETS 25

CERTIFICATE III IN TOURISM
Course Code: SIT30107

Campus: Industry.

About this course: This is an industry based traineeship for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Course Objectives: This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the

SCHOOL OF BUSINESS AND HOSPITALITY

291
field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or onboard form of transportation. The qualification reflects the role of skilled workers who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Careers:** Guide and salesperson in an Indigenous cultural centre, cellar door salesperson and guide in a winery, attendant and guide in a museum, attendant in an attraction or theme park, senior ride operator in an attraction or theme park, operations consultant for a tour operator, reservation sales agent for a tour operator.

**Course Duration:** 1 year

**Admission Requirements Other:** Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of School that they have achieved competency in the following units or equivalent.

**Selection Processes:** Direct Entry Employer Choice

#### Course Structure
To achieve a Certificate III in Tourism, 15 units must be completed:

- **Core Units:**
  - SITXCOM003A DEAL WITH CONFLICT SITUATIONS
  - SITXCOM004A COMMUNICATION ON THE TELEPHONE
  - SITXADM001A PERFORM OFFICE PROCEDURES
  - BSBCM306A PRODUCE BUSINESS DOCUMENTS
  - SITXFIN001A PROCESS FINANCIAL TRANSACTIONS
  - SITXCOM003A DEAL WITH CONFLICT SITUATIONS
  - SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
  - SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS
  - SITXADM001A PERFORM OFFICE PROCEDURES
  - BSBCM205A USE BUSINESS TECHNOLOGY
  - SITXFIN001A PROCESS FINANCIAL TRANSACTIONS

- **Elective Units:**
  - SITTTSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE
  - SITTTSL005A BOOK AND COORDINATE SUPPLIER SERVICES
  - BSBCM306A PRODUCE BUSINESS DOCUMENTS

- **Assessment Methods:**
  - Written Application
  - Direct Entry Employer Choice

---

### CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)

**Course Code:** SIT30207

**Campus:** Werribee, Industry.

**Course Objectives:** This qualification provides the skills and knowledge for an individual to be competent in a range of well-developed retail travel sales and operational skills. Work would be undertaken in a retail office or shopfront environment where the planning of customer's travel and touring arrangements takes place.

**Careers:** Travel consultant, tour desk consultant, international travel consultant, leisure consultant, corporate leisure consultant, corporate consultant, international corporate consultant, online consultant, mobile travel consultant.

**Course Duration:** 1 year

**Selection Processes:** Written Application

**Course Structure:** Students must successfully complete 22 units: all 16 core units and 6 elective units in accordance with the package rules specified in SIT07 Training Package. For this qualification, electives may be selected to meet a job outcome in either domestic or international travel sales, as follows: International - to achieve a specialisation in international travel, all 3 elective units from Specialisation Group A, Ai International must be completed - the remaining 3 elective units may be selected from the general electives or any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. Core Units:

- SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE
- SITTTSL001A OPERATE AN ONLINE INFORMATION SYSTEM
- SITTTSL002A ACCESS AND INTERPRET PRODUCT INFORMATION
- SITTTSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE
- SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES
- SITTTSL006A PREPARE QUOTATIONS
- SITTTSL008A BOOK AND COORDINATE SUPPLIER SERVICES
- SITTTSL009A PROCESS TRAVEL-RELATED DOCUMENTATION
- SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM
- SITXADM001A PERFORM OFFICE PROCEDURES
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS
- BSBCM205A USE BUSINESS TECHNOLOGY
- BSBCM306A PRODUCE BUSINESS DOCUMENTS

- **Core - Specialisation Group A - International**
  - SITTTSL002A ACCESS AND INTERPRET PRODUCT INFORMATION
  - SITTTSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE
  - SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES
  - SITTTSL006A PREPARE QUOTATIONS

- **Core - Specialisation Group A - Domestic**
  - SITTTSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE
  - SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES
  - SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES
  - Elective Units: SITTTSL016A ADMINISTER BILLING AND SETTLEMENT PLAN

- **Core - Specialisation Group B**
  - SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM
  - SITXADM001A PERFORM OFFICE PROCEDURES
  - SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS
  - BSBCM205A USE BUSINESS TECHNOLOGY
  - BSBCM306A PRODUCE BUSINESS DOCUMENTS

---

### CERTIFICATE III IN TOURISM (GUIDING)

**Course Code:** SIT30507

**Campus:** Industry.

**Course Objectives:** This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed guiding skills. Work would be undertaken in the field where tourism products are delivered. The field includes any destination, local or regional area, tourist precinct, site or attraction. The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Careers:** When you graduate you will be qualified to be a tour, site or nature-based site guide.
CERTIFICATE III IN EVENTS (I)
Course Code: SIT30607

Campus: Werribee.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Careers: Possible careers include bar attendant, barista, waiter, wine waiter, front desk receptionist, housekeeper, gaming attendant.

Course Duration: 0.5 years

Selection Processes: Direct Entry Written Application

Course Structure: Completion of 15 units: 5 core units and 10 elective units which may be selected from the list in the qualification or from any endorsed Training Package with the approval of the Head of School. Complete 5 core units:

- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
- SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXHSS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30

Complete 10 elective units:

- SITXVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25
- SITXVT002A PROVIDE EVENT STAGING SUPPORT 30
- SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITTGDE002A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE 20
- SITXFIN001A PROCESS FINANCIAL TRANSACTIONS 25
- SITTGDE003A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE 1
- SITTGDE004A LEAD TOUR GROUPS 30
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITXOHS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30

To achieve a Certificate III in Hospitality, 16 units must be completed: 8 core units and 8 elective units. Complete 8 Core Units:

- SITHFAB001A CLEAN AND TIDY BAR AREAS 10
- SITHFAB002A OPERATE A BAR 30
- SITHFAB003A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE 1
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXHSS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30
- BSBCM308A MAINTAIN FINANCIAL RECORDS 60
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40

CERTIFICATE III IN HOSPITALITY
Course Code: SIT30707


About this course: This qualification is delivered in the workplace for a variety of hospitality institutions. This qualification better prepares a student to engage in different facets of their on the job component in a variety of hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

Careers: Possible careers include bar attendant, barista, waiter, wine waiter, front desk receptionist, housekeeper, gaming attendant.

Course Duration: 1 year

Admission Requirements Year 12: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Admission Requirements International: Not applicable

Admission Requirements Mature Age: Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

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

Selection Processes: Direct Entry Employer Choice

Prerequisite Unit Requirements: There are no prerequisites for entry to this qualification.

Course Structure To achieve a Certificate III in Hospitality, 16 units must be completed: 8 core units and 8 elective units. Complete 8 Core Units:

- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXHRM001A COACH OTHERS IN JOB SKILLS 20
- SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXHSS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE 1
- SITHFAB021A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE 1
- SITXFIN001A PROCESS FINANCIAL TRANSACTIONS 25
- SITHFAB001A CLEAN AND TIDY BAR AREAS 10
- SITHFAB002A OPERATE A BAR 30
CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY) (I)

Course Code: SIT30807


Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, caterers and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.
CERTIFICATE III IN HOSPITALITY (ASIAN COOKERY)
Course Code: SIT30907

Campus: Off-shore.

About this course: This qualification assess the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

Course Objectives: This qualification assess the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen.

Careers: Individuals with this qualification are able to perform roles such as: basic Asian cooking, preparing vegetarian dishes for Asian cuisines, preparing and serving specialised Asian cuisines, planning menus for Asian cuisines, preparing Japanese raw fish (sashimi), preparing Chinese dim sum, preparing tandoori food items, preparing Indonesian crackers. Possible job titles include: cooks assistance, cook, chef

Course Duration: 2 months

Admission Requirements Year 12: All applicants must be working within the hospitality industry for a minimum of 3 years

Admission Requirements International: All applicants must be working within the hospitality industry for a minimum of 3 years

Admission Requirements Mature Age: All applicants must be working within the hospitality industry for a minimum of 3 years

Admission Requirements VET: All applicants must be working within the hospitality industry for a minimum of 3 years

Selection Processes: Employer Choice

Prerequisite Unit Requirements: 3 years experience in the hospitality industry.

Course Structure: To achieve a Certificate III in Hospitality (Asian Cookery), 28 units must be completed: all 24 core units and 4 elective units - a minimum of 3 elective units must be selected from the electives listed below - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification Core Units

SITHASC001A USE BASIC ASIAN METHODS OF COOKERY 90
SITHASC002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES 45
SITHASC003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES 25
SITHASC004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES 15
SITHASC005A PREPARE SALADS FOR ASIAN CUISINES 40
SITHASC006A PREPARE RICE AND NOODLES FOR ASIAN CUISINES 30
SITHASC007A PREPARE MEAT, POULTRY, SEAFOOD AND VEGETABLES FOR ASIAN CUISINES 90
SITHASC007A PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE 0
SITHASC007A PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS 0
SITHCC001A ORGANISE AND PREPARE FOOD 20
SITHCC002A PRESENT FOOD 6
SITHCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
SITHCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
SITHCC001A DEVELOP COST EFFECTIVE MENUS 30
SITHCC002A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS 75
SITHCC009A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
SITXCM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXFS001A IMPLEMENT FOOD SAFETY PROCEDURES 40
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHRS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
SITXHRS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
HLFA301B APPLY FIRST AID 18

Elective Units:
SITHASC008A PREPARE DESSERTS FOR ASIAN CUISINES 50
SITHASC009A PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES 25
SITHASC013A PLAN MENUS FOR ASIAN CUISINES 30
SITXD001A PERFORM OFFICE PROCEDURES 20
SITXADM003A WRITE BUSINESS DOCUMENTS 25
SITXADM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
BSBCM005A USE BUSINESS TECHNOLOGY 30
BSBCM036A PRODUCE BUSINESS DOCUMENTS 80

Core - Specialisation Group A - Operations: SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHM005A LEAD AND MANAGE PEOPLE 60
SITXMG001A MONITOR WORK OPERATIONS 20
SITXHRS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

CERTIFICATE IV IN TOURISM (I)
Course Code: SIT40207

Campus: Werribee, Industry.

Course Objectives: This qualification provides training at Certificate IV level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of highly-developed technical tourism sales and marketing, operational or tour delivery skills. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to either tourism operations or marketing coordination.

Careers: Senior operations coordinator, operations supervisor, assistant manager - tour operations, reservations sales or call centre supervisor, senior or supervisory retail consultant, corporate or leisure

Course Duration: 1 year

Selection Processes: Interview Written Application

Course Structure: To achieve a Certificate IV in Tourism, 25 units must be completed: all 7 core units, plus all 5 units in Specialisation Group A, Operations. 13 elective units of which a minimum of 9 elective units must be selected from the general elective units listed in the qualification and the remaining 4 elective units may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. Core:

SITXADM001A PERFORM OFFICE PROCEDURES 20
SITXADM003A WRITE BUSINESS DOCUMENTS 25
SITXADM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
SITXIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
BSBCM005A USE BUSINESS TECHNOLOGY 30
BSBCM036A PRODUCE BUSINESS DOCUMENTS 80

Core - Specialisation Group A - Operations: SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
SITXHRM001A COACH OTHERS IN JOB SKILLS 20
SITXHM005A LEAD AND MANAGE PEOPLE 60
SITXMG001A MONITOR WORK OPERATIONS 20
SITXHRS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

Elective Units:
COURSE OBJECTIVES: This qualification provides the skills and knowledge for an individual to be competent in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Careers: Food and beverage supervisor, front office supervisor, concierge, butler, gaming supervisor.

Course Duration: 1 year

Selection Processes: Direct Entry Interview VTAC

Course Structure: To achieve a Certificate IV in Hospitality, 26 units must be completed: all 14 core units and minimum of 12 elective units. Core Units

SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE 1

SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40

SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25

SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20

SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20

SITXFNO003A INTERPRET FINANCIAL INFORMATION 60

SITXHRM001A COACH OTHERS IN JOB SKILLS 20

SITXHRM005A LEAD AND MANAGE PEOPLE 60

SITXINV001A RECEIVE AND STORE STOCK 10

SITXINV002A CONTROL AND ORDER STOCK 25

SITXMGT001A MONITOR WORK OPERATIONS 20

SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10

SITXHSS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15

SITXHSO04A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

Elective Units

SITHFAB001A CLEAN AND TIDY BAR AREAS 10

SITHFAB002A OPERATE A BAR 30

SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS 80

SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10

SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15

BSBLED101A PLAN SKILLS DEVELOPMENT 20

BSBWOR204A USE BUSINESS TECHNOLOGY 20

HLTFA301B APPLY FIRST AID 18

SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50

SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE 30

SIRXSLS001A SELL PRODUCTS AND SERVICES 20

SITXFIN001A PROCESS FINANCIAL TRANSACTIONS 25

SITHFAB008A PROVIDE ROOM SERVICE 15

SITHACSC004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS 10

SITXVTO05A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS 40

SITHCCCD007A PREPARE SANDWICHES 6

SITHCCC001A ORGANISE AND PREPARE FOOD 20

SITHFAB015A PREPARE AND SERVE COCKTAILS 20

SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES 50

SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE 110

SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25

CERTIFICATE IV IN HOSPITALITY (COMMERCIAL COOKERY)
Course Code: SIT40407

Campus: Industry.

About this course: This course is aimed at qualified chefs who are currently engaged in industry and who are looking at upgrading their qualifications in order to gain management skills.

Course Objectives: This course aims to provide additional training to qualified Chefs in the areas of management for those who are intending to run their own business or seeking a management role within a catering environment.

Careers: Senior management within a catering institution. Chef de Cuisine, Sous Chef, Chef de Partie

Course Duration: 1.5 years

Admission Requirements Year 12: Industry only. Employer choice

Admission Requirements International: Not Applicable

Admission Requirements Mature Age: Industry only. Employer choice

Admission Requirements VET: Industry only. Employer choice

Selection Processes: Employer Choice Written Application

Course Structure: The Certificate IV in Hospitality (Commercial Cookery), requires the completion of 39 units of competency made up of 34 core units and 5 elective units: - a minimum of 4 elective units must be selected from the electives listed in the
qualification in the training package; - the remaining unit may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification. Complete all 34 core units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC001A</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
</tr>
<tr>
<td>SITHCCC002A</td>
<td>PRESENT FOOD</td>
<td>6</td>
</tr>
<tr>
<td>SITHCCC003A</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCCC004A</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC006A</td>
<td>PREPARE APPETISERS AND SALADS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
</tr>
<tr>
<td>SITHCCC009A</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINAICEOUS DISHES</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC010A</td>
<td>SELECT, PREPARE AND COOK POULTRY</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC012A</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
<td>50</td>
</tr>
<tr>
<td>SITHCCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td>50</td>
</tr>
<tr>
<td>SITHCCC014A</td>
<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCCC015A</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC016A</td>
<td>DEVELOP COST EFFECTIVE MENUS</td>
<td>30</td>
</tr>
<tr>
<td>SITXINV002A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>25</td>
</tr>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXFIN003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
<tr>
<td>SITXFS001A</td>
<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXHRS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>SITXHRS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXHRS004A</td>
<td>IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>HLTA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>SITHCCC017A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC025A</td>
<td>MONITOR CATERING REVENUE AND COSTS</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC026A</td>
<td>ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD</td>
<td>30</td>
</tr>
<tr>
<td>SITXFS002A</td>
<td>DEVELOP AND IMPLEMENT A FOOD SAFETY</td>
<td>50</td>
</tr>
<tr>
<td>SITXK001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC040A</td>
<td>DESIGN MENUS TO MEET MARKET NEEDS</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
<td>36</td>
</tr>
<tr>
<td>SITHCCC020A</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
<td>24</td>
</tr>
</tbody>
</table>

Complete 5 elective units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHIND001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITHCCC040A</td>
<td>DESIGN MENUS TO MEET MARKET NEEDS</td>
<td>30</td>
</tr>
<tr>
<td>SITHCCC019A</td>
<td>PLAN, PREPARE AND DISPLAY A BUFFET</td>
<td>36</td>
</tr>
<tr>
<td>SITHCCC020A</td>
<td>PREPARE PORTION-CONTROLLED MEAT CUTS</td>
<td>24</td>
</tr>
<tr>
<td>SITHCCC021A</td>
<td>HANDLE AND SERVE CHEESE</td>
<td>5</td>
</tr>
<tr>
<td>SITXHRM003A</td>
<td>ROSTER STAFF</td>
<td>30</td>
</tr>
<tr>
<td>SITXHRM006A</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>SITHCCC035A</td>
<td>DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS</td>
<td>15</td>
</tr>
<tr>
<td>SITHCCC007A</td>
<td>PREPARE SANDWICHES</td>
<td>6</td>
</tr>
</tbody>
</table>

DIPLOMA OF TOURISM (I)

Course Code: SIT50107

Campus: Werribee.

Course Objectives: This qualification provides training at Diploma level for individuals wanting to acquire the skills and knowledge to be competent in a broad range of managerial skills in tourism operations, marketing and product development, underpinned by a range of operational competencies chosen as electives. The qualification allows for multi-skilling or for specialisation in a limited range of skills that specifically relate to operations management or marketing and product development.

Careers: Retail Agency manager/branch manager, Operations manager, Visitor information centre manager.

Course Duration: 1.5 years

Selection Processes: VTAC Written Application

Course Structure: To achieve a Diploma of Tourism, 33 units must be completed: - all 13 core units plus - all 4 units in Specialisation Group A - Operations or - all 4 units in Specialisation Group B - Marketing - 16 elective units: - a minimum of 10 elective units must be selected from the general elective units listed in the qualification - remaining elective units may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification. Core:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITTIND001A</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXFIN003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
<tr>
<td>SITXFIN004A</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>SITXFIN005A</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
</tr>
<tr>
<td>SITXGLC001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXFS001A</td>
<td>IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>SITXK001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXHRM003A</td>
<td>ROSTER STAFF</td>
<td>30</td>
</tr>
<tr>
<td>SITXHRM006A</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>SITXHRM007A</td>
<td>PREPARE SANDWICHES</td>
<td>6</td>
</tr>
</tbody>
</table>

Core - Specialisation Group A - Operations:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXFS001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXFS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXHRS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Core - Specialisation Group B - Marketing:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXFS001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXFS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXHRS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Complete 5 elective units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXK001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITXFS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXHRS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>
Elective:
SITXADM004A  PLAN AND MANAGE MEETINGS  20
SITTSSL002A  ACCESS AND INTERPRET PRODUCT INFORMATION  65
SITXHRM002A  RECRUIT, SELECT AND INDUCT STAFF  60
SITXHRM003A  ROSTER STAFF  30
SITTSSL013A  CONSTRUCT NORMAL INTERNATIONAL AIRFARES  40
SITXHRM006A  MONITOR STAFF PERFORMANCE  50
SITTSSL014A  CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES  40
SITTSSL003A  SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE  45
SITTSSL004A  SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE  40
SITTSSL005A  SELL TOURISM PRODUCTS AND SERVICES  35
SITTSSL006A  PREPARE QUOTATIONS  30
SITTSSL012A  CONSTRUCT DOMESTIC AIRFARES  35
SITTSSL008A  BOOK AND COORDINATE SUPPLIER SERVICES  20
SITTSSL009A  PROCESS TRAVEL-RELATED DOCUMENTATION  25
SITTSSL010A  CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM  120
SITTSSL016A  ADMINISTER BILLING AND SETTLEMENT PLAN  20

DIPLOMA OF EVENTS (I)
Course Code: SIT50207
Campus: Werribee, Industry.
Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a broad range of event management skills, including significant communication, planning and organisational skills. This is underpinned by a detailed knowledge of the event management process.

Course Duration: 1.5 years
Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements International: Successful completion of VCE/VCAL or equivalent IELTS level
Admission Requirements Mature Age: Successful completion of VCE/VCAL or equivalent or relevant experience in the industry. IELTS level
Admission Requirements VET: Not applicable
Admission Requirements Other: Successful completion of Certificate III in Events or relevant experience in the industry.

Selection Processes: Direct Entry Interview VTAC Written Application

Prerequisite Unit Requirements: There are two alternative pathways for entry into the Diploma of Events. The candidate must either: 1. Have achieved a Certificate III qualification in an events-related area. Certificate III qualifications which are particularly relevant include those in the areas of: &B226; business &B226; entertainment &B226; hospitality &B226; museums and libraries &B226; music &B226; sport and recreation &B226; tourism OR 2. Have paid or voluntary employment experience at an operational, coordination or management level in an events-related field. A current or previous job role that involves or has involved the application of skills and knowledge relevant to the staging and management of functions and events would be appropriate. As a minimum, employment experience must reflect the breadth, depth and complexity of a qualification at Certificate III level, as defined in the AQF guidelines. The duration of this Diploma course is 1.5 years including the Certificate III in Events.

Course Structure: To achieve a Diploma of Events, 24 units must be completed: all 14 core units—10 elective units which may be selected from the elective list in the qualification or from any endorsed Training Package. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification. Core:

SITXADM004A  PLAN AND MANAGE MEETINGS  20
SITXCCS003A  MANAGE QUALITY CUSTOMER SERVICE  30
SITXEVTO01A  DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE  25
SITXEVTO10A  EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS  40
SITXEVTO12A  SELECT EVENT VENUES AND SITES  35
SITXEVTO13A  MANAGE EVENT STAGING  40
SITXEVTO17A  PROVIDE ON SITE EVENT MANAGEMENT SERVICES  60
SITXFIN003A  INTERPRET FINANCIAL INFORMATION  60
SITXFIN004A  MANAGE FINANCES WITHIN A BUDGET  30
SITXHRM005A  LEAD AND MANAGE PEOPLE  60
SITXMG003A  MANAGE PROJECTS  60
SITXMG006A  ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS  60
SITXHS003A  IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS  30
BSBCANM205A  USE BUSINESS TECHNOLOGY  30

Complete a minimum of 10 elective units:
SITXEVTO04A  COORDINATE ON SITE EVENT REGISTRATIONS  40
SITXEVTO08A  PLAN AND DEVELOP EVENT PROPOSALS AND BIDS  40
SITXEVTO09A  DEVELOP EVENT CONCEPTS  30
SITXEVTO11A  DEVELOP CROWD CONTROL PLANS AND PROCEDURES  30
SITXEVTO14A  DEVELOP CONFERENCE PROGRAMS  30
SITXHRM004A  MANAGE VOLUNTEERS  20
SITXEVTO16A  ORGANISE AND MONITOR EVENT INFRASTRUCTURE  40
SITXFIN006A  OBTAIN AND MANAGE SPONSORSHIP  30
CULLBS10B  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS  50
SITXADM003A  WRITE BUSINESS DOCUMENTS  25
SITXHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES  15
SITHFA009A  PROVIDE RESPONSIBLE SERVICE OF ALCOHOL  10
BSBMKG501A  EVALUATE MARKETING OPPORTUNITIES  80
BSBMKG502A  ESTABLISH AND ADJUST THE MARKETING MIX  80
BSBMKG504A  IMPLEMENT A MARKETING SOLUTION  60
BSBMKG505A  REVIEW MARKETING PERFORMANCE  40
BSBHRS02A  MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS  60
BSBHR503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS  60
BSBHR504A  MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES  80
BSBHR505A  MANAGE REIMBURSEMENT AND EMPLOYEE BENEFITS  40
BSBHR506A  MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES  60
BSBHR507A  MANAGE SEPARATION/TERMINATION  40

Course Selection: The candidate must select 10 elective units from the following list. A minimum of 10 units must be completed.
DIPLOMA OF HOSPITALITY (I)
Course Code: SIT50307


Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Careers: Managing a department in a large hospitality enterprise; managing a small hospitality enterprise: restaurant manager, kitchen manager, front office manager, housekeeper, chef, sous chef, gaming manager, motel manager, unit manager (catering operations).

Course Duration: 1.5 years

Selection Processes: Direct Entry Interview VTAC Written Application

Course Structure: Students must successfully complete 39 units: all 23 core units and 16 elective units. A minimum of 13 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification. Core Units

- SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE 30
- SITXFIN004A MANAGE FINANCES WITHIN A BUDGET 30
- SITXFIN005A PREPARE AND MONITOR BUDGETS 30
- SITXGLC001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
- SITXHRM003A ROSTER STAFF 30
- SITXHRM007A MANAGE WORKPLACE DIVERSITY 60
- SITXMGT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
- SITXMGT006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
- SITXOHS005A ESTABLISH AND MAINTAIN AN OHS SYSTEM 30
- SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE 1
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXFIN003A INTERPRET FINANCIAL INFORMATION 60
- SITXHRM001A COACH OTHERS IN JOB SKILLS 20
- SITXHRM005A LEAD AND MANAGE PEOPLE 60
- SITXINV001A RECEIVE AND STORE STOCK 10
- SITXINV002A CONTROL AND ORDER STOCK 25
- SITXMGT001A MANAGE WORK OPERATIONS 20
- SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- SITXOHS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES 30

Elective Units

- SITXMROP004A COORDINATE MARKETING ACTIVITIES 30
- SITXADM004A PLAN AND MANAGE MEETINGS 20
- SITHCC0038A PLAN CATERING FOR AN EVENT OR FUNCTION 36
- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITHFAB001A CLEAN AND TIDY BAR AREAS 10
- SITHFAB002A OPERATE A BAR 30
- SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS 80
- SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
- SITHFAB010A PREPARE AND SERVICE NON ALCOHOLIC BEVERAGES 15
- BSBLDE101A PLAN SKILLS DEVELOPMENT 20
- BSBWOR204A USE BUSINESS TECHNOLOGY 20
- HLTFA301B APPLY FIRST AID 18
- SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE 50
- SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE 30
- SIRXLS001A SELL PRODUCTS AND SERVICES 20
- SITXF0001A PROCESS FINANCIAL TRANSACTIONS 25
- SITHFAB008A PROVIDE ROOM SERVICE 15
- SITHAC5004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS 10
- SITXEVT005A ORGANISE IN-House EVENTS OR FUNCTIONS 40
- SITHFAB015A PREPARE AND SERVE COCKTAILS 20
- SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES 50
- SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE 110
- SITHCC001A ORGANISE AND PREPARE FOOD 20
- SITHCC002A PRESENT FOOD 6
- SITHCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
- SITHCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
- SITHCC005A USE BASIC METHODS OF COOKERY 45
- SITHCC006A PREPARE APPETISERS AND SALADS 25
- SITHCC008A PREPARE STOCKS, SAUCES AND SOUPS 35
- SITHCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES 45
- SITHCC010A SELECT, PREPARE AND COOK POULTRY 25
- SITHCC011A SELECT, PREPARE AND COOK SEAFOOD 30
- SITHCC012A SELECT, PREPARE AND COOK MEAT 50
- SITHCC013A PREPARE HOT AND COLD DESSERTS 50
- SITHCC014A PREPARE PASTRIES, CAKES AND YEAST GOODS 40
- SITHCC016A DEVELOP COST EFFECTIVE MENUS 30
- SITHCC017A PREPARE, COOK AND SERVE FOOD FOR SERVICE 50
- SITHCC028A PREPARE, COOK AND SERVE FOOD FOR MENUS 80
- SITHCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS 75
- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXF0001A IMPLEMENT FOOD SAFETY PROCEDURES 40
- SITHCC007A PREPARE SANDWICHES 6
- SITHCC020A PREPARE PORTION-CONTROLLED MEAT CUTS 24
- SITHCC019A PLAN, PREPARE AND DISPLAY A BUFFET 36
- SITHCC015A PLAN AND PREPARE FOOD FOR BUFFETS 25
- SITHCC040A DESIGN MENUS TO MEET MARKET NEEDS 30
- SITHCC021A HANDLE AND SERVE CHEESE 5
- SITXEVT007A DETERMINE EVENT FEASIBILITY 50
ADVANCED DIPLOMA OF TOURISM (I)
Course Code: SIT60107

Campus: Werribee.

Course Objectives: This qualification provides training at Advanced Diploma level for individuals wanting to acquire skills and knowledge to be competent in wide-ranging, highly specialised technical tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management. These strategic management skills are underpinned by a range of operational competencies, chosen as electives.

Careers: Managing director, director, general manager, general manager, sales and marketing, director of sales and marketing, strategic marketing manager, general manager operations, director of operations, business development manager.

Course Duration: 2 years

Selection Processes: Interview/VTAC Written Application

Course Structure: To achieve an Advanced Diploma of Tourism, 40 units must be completed: - all 22 core units - 18 elective units: - a minimum of 10 elective units must be selected from the list below. - the remaining 8 elective units may be selected from any endorsed Training Package - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification. Core:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITIND001A</td>
<td>DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>SITTPPD001A</td>
<td>RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS</td>
<td>100</td>
</tr>
<tr>
<td>SITTPPD002A</td>
<td>RESEARCH TOURISMA DATA</td>
<td>100</td>
</tr>
<tr>
<td>SITXADM003A</td>
<td>WRITE BUSINESS DOCUMENTS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCSS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCMG001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXFIN003A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
<tr>
<td>SITXFIN004A</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>SITXFIN005A</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
</tr>
<tr>
<td>SITXFIN006A</td>
<td>MANAGE FINANCIAL OPERATIONS</td>
<td>75</td>
</tr>
<tr>
<td>SITXGLC001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXHRM006A</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
<td>60</td>
</tr>
<tr>
<td>SITXMG001A</td>
<td>MONITOR WORK OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXMG002A</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
</tr>
<tr>
<td>SITXMG003A</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>50</td>
</tr>
<tr>
<td>SITXMG005A</td>
<td>MANAGE BUSINESS RISK</td>
<td>60</td>
</tr>
<tr>
<td>SITXMG006A</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>SITXPR005A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>80</td>
</tr>
<tr>
<td>SITXHS005A</td>
<td>ESTABLISH AND MAINTAIN AN OHS SYSTEM</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXADM004A</td>
<td>PLAN AND MANAGE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>SITTTSLO02A</td>
<td>ACCESS AND INTERPRET PRODUCT INFORMATION</td>
<td>65</td>
</tr>
<tr>
<td>SITXHRM002A</td>
<td>RECRUT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
</tbody>
</table>

SITX60107

ADVANCED DIPLOMA OF HOSPITALITY (I)
Course Code: SIT60307

Campus: Footscray Nicholson, Industry, Other, Academy Sofitel,

About this course: This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent as a senior manager in any hospitality functional area. This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Course Duration: 2 years

Admission Requirements Year 12: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Admission Requirements International: IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through
previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Admission Requirements Mature Age:** IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Admission Requirements VET:** IELTS level: 5.5 To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Processes:** Direct Entry Employer Choice Interview VTAC Written Application

**Course Structure** Campus based course: Students must successfully complete 47 units: all 29 core units and 18 elective units. A minimum of 15 elective units must be selected from the list for this qualification in the SIT07 Training Package, the remaining 3 elective units may be selected from any endorsed Training Package and a maximum of 1 Language other than English unit may be counted as an elective within this qualification. Campus based course: 2 years Academy Sofitel: 1 year accelerated course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXCCS002A</td>
<td>PROVIDE QUALITY CUSTOMER SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>SITXCCS003A</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>30</td>
</tr>
<tr>
<td>SITXCOM001A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>25</td>
</tr>
<tr>
<td>SITXCOM002A</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXCOM003A</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXFINFO03A</td>
<td>INTERPRET FINANCIAL INFORMATION</td>
<td>60</td>
</tr>
<tr>
<td>SITXFINFO04A</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>SITXFINFO05A</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>30</td>
</tr>
<tr>
<td>SITXFINFO07A</td>
<td>MANAGE PHYSICAL ASSETS</td>
<td>40</td>
</tr>
<tr>
<td>SITXFINFO08A</td>
<td>MANAGE FINANCIAL OPERATIONS</td>
<td>75</td>
</tr>
<tr>
<td>SITXGLC001A</td>
<td>DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>80</td>
</tr>
<tr>
<td>SITXHRM001A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>20</td>
</tr>
<tr>
<td>SITXHRM002A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
<tr>
<td>SITXHRM003A</td>
<td>ROSTER STAFF</td>
<td>30</td>
</tr>
<tr>
<td>SITXHRM005A</td>
<td>LEAD AND MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>SITXHRM006A</td>
<td>MONITOR STAFF PERFORMANCE</td>
<td>50</td>
</tr>
<tr>
<td>SITXHRM007A</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
<td>60</td>
</tr>
<tr>
<td>SITXINVO01A</td>
<td>RECEIVE AND STORE STOCK</td>
<td>10</td>
</tr>
<tr>
<td>SITXINVO02A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>25</td>
</tr>
<tr>
<td>SITXMGT001A</td>
<td>MONITOR WORK OPERATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SITXMGT002A</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>50</td>
</tr>
<tr>
<td>SITXMGT004A</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>50</td>
</tr>
<tr>
<td>SITXMGT006A</td>
<td>ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>SITXMPR005A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>80</td>
</tr>
<tr>
<td>SITXOHS001A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>SITXOHS002A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>SITXOHS004A</td>
<td>IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>SITXOHS005A</td>
<td>ESTABLISH AND MAINTAIN AN OHS SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>SITHIND003A</td>
<td>PROVIDE AND COORDINATE HOSPITALITY SERVICE</td>
<td>1</td>
</tr>
<tr>
<td>SITHFAB001A</td>
<td>CLEAN AND TIDY BAR AREAS</td>
<td>10</td>
</tr>
<tr>
<td>SITHFAB002A</td>
<td>OPERATE A BAR</td>
<td>30</td>
</tr>
<tr>
<td>SITHFAB004A</td>
<td>PROVIDE FOOD AND BEVERAGE SERVICE</td>
<td>110</td>
</tr>
<tr>
<td>SITHFAB005A</td>
<td>PROVIDE TABLE SERVICE OF ALCOHOL BEVERAGES</td>
<td>50</td>
</tr>
<tr>
<td>SITHFAB008A</td>
<td>PROVIDE ROOM SERVICE</td>
<td>15</td>
</tr>
<tr>
<td>SITHFAB009A</td>
<td>PROVIDE RESPONSIBLE SERVICE OF ALCOHOL</td>
<td>10</td>
</tr>
<tr>
<td>SITHFAB012A</td>
<td>PREPARE AND SERVE ESPRESSO COFFEE</td>
<td>30</td>
</tr>
<tr>
<td>SITHAC5004A</td>
<td>PROVIDE HOUSEKEEPING SERVICES TO GUESTS</td>
<td>10</td>
</tr>
<tr>
<td>SITHFAB010A</td>
<td>PREPARE AND SERVE NON ALCOHOL BEVERAGES</td>
<td>20</td>
</tr>
<tr>
<td>BSBLED010A</td>
<td>PLAN SKILLS DEVELOPMENT</td>
<td>20</td>
</tr>
<tr>
<td>SITXEVT005A</td>
<td>ORGANISE IN-HOUSE EVENTS OR FUNCTIONS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCC005A</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td>45</td>
</tr>
<tr>
<td>SITHCC008A</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td>35</td>
</tr>
<tr>
<td>SITHCC001A</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td>20</td>
</tr>
<tr>
<td>SITXFINFO01A</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>25</td>
</tr>
<tr>
<td>SITHFAB003A</td>
<td>SERVE FOOD AND BEVERAGE TO CUSTOMERS</td>
<td>80</td>
</tr>
<tr>
<td>SITHFAB015A</td>
<td>PREPARE AND SERVE COCKTAILS</td>
<td>20</td>
</tr>
<tr>
<td>SITHAC5006A</td>
<td>CLEAN PREMISES AND EQUIPMENT</td>
<td>12</td>
</tr>
<tr>
<td>SITHCC002A</td>
<td>PRESENT FOOD</td>
<td>6</td>
</tr>
<tr>
<td>SITHFAB011A</td>
<td>DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE</td>
<td>50</td>
</tr>
<tr>
<td>SIRXSLS001A</td>
<td>SELL PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>SITHIND001A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>HLTA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>BSWWOR204A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>SITXMMP004A</td>
<td>COORDINATE MARKETING ACTIVITIES</td>
<td>30</td>
</tr>
<tr>
<td>SITXADM004A</td>
<td>PLAN AND MANAGE MEETINGS</td>
<td>20</td>
</tr>
<tr>
<td>SITHCC038A</td>
<td>PLAN CATERING FOR AN EVENT OR FUNCTION</td>
<td>36</td>
</tr>
<tr>
<td>SITXHRM008A</td>
<td>MANAGE WORKPLACE RELATIONS</td>
<td>60</td>
</tr>
<tr>
<td>SITHCC003A</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCC004A</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td>10</td>
</tr>
<tr>
<td>SITHCC006A</td>
<td>PREPARE APPETISERS AND SALADS</td>
<td>25</td>
</tr>
<tr>
<td>SITHCC009A</td>
<td>PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES</td>
<td>45</td>
</tr>
<tr>
<td>SITHCC010A</td>
<td>SELECT, PREPARE AND COOK Poultry</td>
<td>25</td>
</tr>
<tr>
<td>SITHCC011A</td>
<td>SELECT, PREPARE AND COOK SEAFOOD</td>
<td>30</td>
</tr>
<tr>
<td>SITHCC012A</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
<td>50</td>
</tr>
<tr>
<td>SITHCC013A</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td>50</td>
</tr>
<tr>
<td>SITHCC014A</td>
<td>PREPARE PASTRIES, CAKES AND YEAST GOODS</td>
<td>40</td>
</tr>
<tr>
<td>SITHCC016A</td>
<td>DEVELOP COST EFFECTIVE MENUS</td>
<td>30</td>
</tr>
<tr>
<td>SITHCC027A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR SERVICE</td>
<td>50</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN HOSPITALITY(OPERATIONS)
Course Code: THH33002
Campus: Industry
This course is for Continuing students only.

About this course: This course provides training and knowledge for hospitality employees who perform skilled operations with the need to apply discretion and judgement. Employees may be multi-skilled across more than one hospitality area.

Course Objectives: The course provides training and knowledge required for hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.

Careers: Food and beverage attendant in a gaming restaurant or hotel venue.

Course Selection Processes: Direct Entry

Course Structure: Industry based traineeship over 568 nominal hours. This course is offered as a Traineeship only. Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHGS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
</tr>
<tr>
<td>THHGS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units of Study
Ten units are required of which a minimum of five units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02).

CERTIFICATE IV IN HOSPITALITY (SUPERVISION)
Course Code: THH42602
Campus: Footscray Nicholson, Sunbury.
This course is for Continuing students only.

About this course: This course provides training and knowledge for team leaders or supervisors across all areas of the hospitality industry.

Course Objectives: The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.

Careers: Supervisor in restaurant or food and beverage operation.

Course Selection Processes: Direct Entry VTAC

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>WORK IN A SOCIALLY DIVERSE ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>THHCOO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>THHGS02B</td>
<td>PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS</td>
<td>45</td>
</tr>
<tr>
<td>THHGS03B</td>
<td>DEAL WITH CONFLICT SITUATIONS</td>
<td>20</td>
</tr>
</tbody>
</table>

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

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.
UNITs

Below are subject details for courses offered by the School of Business and Hospitality in 2011. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

3113C0207U01 ACCOUNTING

Locations: Footscray Nicholson, City King St.

Descriptions: This unit will provide the participant with the knowledge and skills to have a working understanding of the role and broad principles underlying planning and decision making within a business environment.

Nominal Hours: 120


Assessment: Project and/or group based work, assignments, tests, practical exercise, examinations.

3113C0207U02 BUSINESS LAW PRINCIPLES

Locations: Footscray Nicholson, City King St.

Descriptions: The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English. The unit will cover: Sources of Australian law, Common Law, Statute Law, Precedent Law. Legal framework impacting on commercial law for business Employment Relationships and Occupational Health and Safety. Principal Agent, Negligence, Contract Law and its relationship to consumer law Business entities.

Nominal Hours: 90


Assessment: Projects and/or group work, short tasks analysing cases and statutes, short and long structured, semi-structured and unstructured problem questions, solving complex problems, essays/reports, case study analysis, research essay, written short answers & multiple choice.

3113C0207U03 BUSINESS MATHEMATICS & STATISTICS

Locations: Footscray Nicholson, City King St.

Descriptions: This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and management decision making in English. The unit will cover: applications of mathematics and statistics. The mathematics component consists of algebra and its applications to business related problems, and break-even analysis. The statistics component consists of both descriptive and inferential statistics. It includes the collection, presentation and analysis of data, probability, forecasting and hypothesis testing.

Nominal Hours: 90


Assessment: The assessment methods for this unit include, but are not restricted to: tests, projects, written short answers, assignments, practical case studies, Statistical and graphical presentations/analysis, group project and or Workplace based project.

3113C0207U04 ECONOMICS

Locations: Footscray Nicholson, City King St.

Descriptions: This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required solving a range of problems and making strategic decision.

Nominal Hours: 90


Assessment: Problem solving, planning and organising, communication, technology, learning, self-management.

3113C0207U05 INFORMATION SYSTEMS

Locations: Footscray Nicholson, City King St.

Descriptions: This unit introduces students to the basic principles of economics in terms of the micro and macro environments within which business operates. Students will be introduced to the basic economic tools used to assist in business decision making, to understand the micro and macro environment within which business operates as well as an understanding of domestic and international factors which affect business decision making in a globalised world.

Nominal Hours: 90


Assessment: The assessment methods for this unit include, but are not restricted to: Problem solving, reports, projects, written short answers, tests/exam, assignments, practical case studies, statistical and graphical presentations/analysis, group project and or workplace based project.

3113C0207U06 MARKETING

Locations: Footscray Nicholson, City King St.

Descriptions: This unit is to provide training in key aspects of marketing with a focus on marketing of consumer goods and services. The unit will cover: the principles underlying marketing strategies how to analyse marketing problems and develop appropriate solutions the major challenges confronting marketers in the global environment and how to develop strategies to deal with them.

Nominal Hours: 90


Assessment: The assessment methods for this unit include, but are not restricted to: projects, tests/exam, assignments, course study analysis, combination of written and oral presentations, practical exercises, group project and or workplace based project.

3113C0207U07 MANAGEMENT

Locations: Footscray Nicholson, City King St.

Descriptions: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management. This unit will cover: Knowledge of organisation design, structure and the nature of management. Individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments. Social responsibility and ethics in management. Managing organisations through change and conflict Leadership, change management and innovation.

Nominal Hours: 90
BSBADV403B  MONITOR ADVERTISING PRODUCTION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre production, production and post production work for advertisements.
Nominal Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV404B  SCHEDULE ADVERTISEMENTS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and cost media schedules, to book advertising time/space and to lodge advertisements.
Nominal Hours: 40
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV502A  WRITE PERSUASIVE COPY
Descriptions: Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV503B  COORDINATE ADVERTISING RESEARCH
Descriptions: This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas.
Nominal Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV506A  EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS
Descriptions: Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Nominal Hours: 60
Required Reading: -
BSBADV507A  DEVELOP A MEDIA PLAN


Descriptions: Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.

Nominal Hours: 60


Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507B  DEVELOP A MEDIA PLAN

Descriptions: This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.

Nominal Hours: 60

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV509A  CREATE MASS PRINT MEDIA ADVERTISEMENTS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.

Nominal Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV510A  CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea to a consumer using mass electronic media.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV511A  EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of advertising and promotional media to recommend single and multiple media strategies.

Nominal Hours: 50

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV512A  DEVELOP AN ADVERTISING STRATEGY AND BRIEF


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.

Nominal Hours: 60

Required Reading: No required reading.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV602A  DEVELOP AN ADVERTISING CAMPAIGN


Descriptions: Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.

Nominal Hours: 100

Required Reading: -

Assessment: As per accredited curriculum

BSBADV602B  DEVELOP AN ADVERTISING CAMPAIGN


Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.

Nominal Hours: 60


Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603B  MANAGE ADVERTISING PRODUCTION


Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print advertising.

Nominal Hours: 70


Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV604B  EXECUTE AN ADVERTISING CAMPAIGN


Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.

Nominal Hours: 70


Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.
BSBADV605B  EVALUATE CAMPAIGN EFFECTIVENESS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCCO306A  PROCESS COMPLEX ACCOUNTS, SERVICE SEVERANCE AND DEFAULTS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle difficult contacts relating to customer billing and customer accounting, primarily where the customer is defaulting.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Portfolio of Evidence a Written report

BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively use multiple information systems to research information and records, and to maintain up to date customer information.
Nominal Hours: 40
Required Reading: No required text.

BSBCCO303A  CONDUCT A TELEMARKETING CAMPAIGN
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake a telemarketing campaign which may involve both inbound and outbound calling.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Role Plays a Written report

BSBCCO402A  GATHER, COLLATE AND RECORD INFORMATION
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to gather, collate and accurately record information from a variety of sources including interviews and database systems.
Nominal Hours: 40

BSBCMN412A  PROMOTE INNOVATION AND CHANGE
Descriptions: Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Nominal Hours: 50
Assessment: As per accredited curriculum

BSBCMN419A  MANAGE PROJECTS
Descriptions: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCCO304A  PROVIDE SALES SOLUTIONS TO CUSTOMERS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to process sales inquiries requiring complex solutions and follow up to ensure customer satisfaction.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Research assignment a Written report

BSBCCO305A  PROCESS CREDIT APPLICATIONS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle credit applications or arrangements for customers with no credit rating or a poor credit rating and as required by an organisation.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Written report a Portfolio of evidence

BSBCCO306A  PROCESS COMPLEX ACCOUNTS, SERVICE SEVERANCE AND DEFAULTS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle difficult contacts relating to customer billing and customer accounting, primarily where the customer is defaulting.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Portfolio of Evidence a Written report

BSBCMN412A  PROMOTE INNOVATION AND CHANGE
Descriptions: Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Nominal Hours: 50
Assessment: As per accredited curriculum

BSBCMN419A  MANAGE PROJECTS
Descriptions: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCCO305A  PROCESS CREDIT APPLICATIONS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to handle credit applications or arrangements for customers with no credit rating or a poor credit rating and as required by an organisation.
Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Oral and written questioning a Oral presentation a Practical demonstration a Written report a Portfolio of evidence
BSBCOM501A IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS

Descriptions: This unit covers the identification and interpretation of the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation. It has been designed to be consistent with Australian Standard AS 3806: Compliance Programs.

Nominal Hours: 20
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify and interpret the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM503B DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfillment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806: 2006 Compliance programs.

Nominal Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies, classwork.

BSBCOM603B PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfill its obligations and responsibilities under applicable compliance requirements. The unit has been designed to be consistent with AS 3806: 2006 Compliance programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required reading.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBCON601A DEVELOP AND MAINTAIN BUSINESS CONTINUITY PLANS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to work within the business continuity framework to develop and implement business continuity plans in order for an organisation to manage risk and ensure business resilience when faced with a disruptive event.

Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment methods will include assignments, projects and case studies.

BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to contribute to quality customer service standards, and to support personnel to implement customer service standards and systems within the organisation.

Nominal Hours: 30

BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES

Descriptions: This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organizational protocols or practices for email.

Nominal Hours: 20
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Descriptions: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

Descriptions: This unit covers data analysis, review of website Content and updating and maintenance of the business aspects of a website.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS501A EVALUATE E-BUSINESS OPPORTUNITIES

Descriptions: This unit covers evaluation of the impact of e-business for an industry sector, new opportunities or capabilities provided by the Internet, threats and opportunities related to e-business, and risks / obstacles to be overcome to take
advantage of e-business opportunities.

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

BSBEUSB605A  IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION

Descriptions: This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.

Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEMS401B  DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Locations: Footscray Nicholson, City King St.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement prospecting strategies to expand the client base of organisations or enterprises seeking to employ individuals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment methods may include: observation of presentations, written questioning, review of marketing and promotional plans and review of communication strategies.

BSBFIA501A  REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.

Nominal Hours: 70
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBFIM601A  MANAGE FINANCES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFLM403A  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Descriptions: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBFLM404A  LEAD WORK TEAMS


Descriptions: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.

Nominal Hours: 50
Assessment: Assessment may be class work, project work, assignments, topic tests, presentation. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFLM505A  MANAGE OPERATIONAL PLAN

Descriptions: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

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

BSBHR402A  RECRUIT AND SELECT PERSONNEL

Descriptions: Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.

Nominal Hours: 40
Assessment: As per accredited curriculum

BSBHR405A  IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES

Descriptions: This unit specifies the outcomes required to work in the industrial relations area and implement organisational policies and procedures.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHRM401A  REVIEW HUMAN RESOURCES FUNCTIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas. This is a foundation unit for any person wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.
BSBHRM403A  SUPPORT PERFORMANCE MANAGEMENT PROCESS
Locations: Footscray Nicholson, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Nominal Hours: 40
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM501A  MANAGE HUMAN RESOURCES SERVICES
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBHRM503A  MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.
Nominal Hours: 60
Required Reading: -

BSBHRM505A  MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.
Nominal Hours: 60
Required Reading: -
Assessment: Oral and written questioning, Oral presentation, Compliance of all legal aspects, Knowledge of ATO Laws & FBT, Portfolio of evidence, Written report.

BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.
Nominal Hours: 60
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based.

BSBHRM507A  MANAGE SEPARATION OR TERMINATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.
Nominal Hours: 50
Required Reading: No required text
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBHRM509A  MANAGE REHABILITATION & RETURN TO WORK
Locations: Werribee.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.
Nominal Hours: 50
Required Reading: -
Assessment: Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A  MANAGE EMPLOYEE RELATIONS
Descriptions: Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.
Nominal Hours: 60
Assessment: As per accredited curriculum

BSBINM301A  ORGANISE WORKPLACE INFORMATION
Locations: Footscray Nicholson, City King St, St Albans, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded
BSBINM302A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM


Descriptions: This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50


Assessment: Students are required to do assignments, tests, projects, case studies.

BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM


Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation’s effectiveness.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBINN601A MANAGE ORGANISATIONAL CHANGE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.

Nominal Hours: 60


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment and written report.

BSBINT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.

Nominal Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.

Nominal Hours: 20

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT405B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE

Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

Nominal Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE

Descriptions: This unit describes the performance outcomes, skills and knowledge required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.

Nominal Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT408B PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to assess the applicability of the relevant taxes and duties for international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.

Nominal Hours: 40

Required Reading: No required text

Assessment: Assessment methods may include: direct questioning combined with review of portfolios, oral or written questioning, assessment of accuracy of calculations and review of results of calculations and business advice prepared in the required format.

BSBINT409B PLAN FOR INTERNATIONAL TRADE

Descriptions: This unit specifies the outcomes required to effectively plan for the international trade of goods.

Nominal Hours: 50

Required Reading: -
BSBITU301A CREATE AND USE DATABASES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to create simple two table relational databases with reports and queries, for the storage and retrieval of information.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students are required to do assignments, projects, case studies and/or presentations.

BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT


Descriptions: This unit describes the performance outcomes, skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning, and to monitor and improve learning performance.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Nominal Hours: 40


Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence. BSB40807: Students are required to implement a continuous improvement in their work area and write a report on the overall process, paying particular attention to what worked and any obstacles met. Students will also need to participate in class activities and discussions. Students will also need to consider continuous improvement when completing their work based project.

BSBMGT405A PROVIDE PERSONAL LEADERSHIP

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to display high levels of personal leadership and to be a role model within the work environment.

Nominal Hours: 50


BSBMGT502A MANAGE PEOPLE PERFORMANCE


Descriptions: This unit covers the ability of managers to manage the performance of the staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

Nominal Hours: 70

Required Reading: Management - Theory & Practice Cole 2005 Prentice Hall Aust

Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and implement an environment in which continuous improvement, innovation and learning are promoted and rewarded.

Nominal Hours: 70


Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

Nominal Hours: 70


Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT609A MANAGE RISK

Descriptions: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY

Descriptions: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
and presentations.

BSMGT616A  DEVELOP AND IMPLEMENT STRATEGIC PLANS
Locations: Footscray Nicholson, City King St, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.
Nominal Hours: 80
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. 22053VIC Advanced Diploma of Legal Practice - Graded

BSMGT617A  DEVELOP AND IMPLEMENT A BUSINESS PLAN
Descriptions: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
Nominal Hours: 60
Required Reading: Class notes
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSMKG301A  RESEARCH THE MARKET
Descriptions: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG302A  IDENTIFY MARKETING OPPORTUNITIES
Descriptions: Confirm business needs; Identify market needs; Identify marketing opportunities.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG303A  DRAFT AN ELEMENTARY MARKETING AUDIT REPORT
Descriptions: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG401A  PROFILE THE MARKET
Descriptions: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG402A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Descriptions: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Nominal Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG403A  ANALYSE MARKET DATA
Descriptions: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG404A  FORECAST MARKET AND BUSINESS NEEDS
Descriptions: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG405A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Descriptions: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSMKG409A  DESIGN DIRECT RESPONSE OFFERS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.
Nominal Hours: 60
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
BSBMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.

Nominal Hours: 30

Required Reading: -

Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG414A UNDERTAKE MARKETING ACTIVITIES

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

Nominal Hours: 50


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG415A RESEARCH INTERNATIONAL MARKETS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.

Nominal Hours: 50

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG416A MARKET GOODS & SERVICES INTERNATIONALLY

Descriptions: This unit describes the performance outcomes, skills and knowledge required to market goods and service internationally in line with the organisation’s marketing plan and marketing strategy for a specified international target market.

Nominal Hours: 70

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES

Locations: Footscray Nicholson, City King St, St Albans, Industry.

Descriptions: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

Nominal Hours: 70


Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG502B ESTABLISH AND ADJUST THE MARKETING MIX

Locations: Footscray Nicholson, St Albans, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL: Participants will provide evidence of their knowledge, skills and experience.

BSBMKG505A REVIEW MARKETING PERFORMANCE

Locations: Footscray Park, Industry.

Descriptions: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG506B PLAN MARKET RESEARCH

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.

Nominal Hours: 50

Required Reading: -

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG507A INTERPRET MARKET TRENDS AND DEVELOPMENTS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.

Nominal Hours: 50

Required Reading: -

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
BSBMKG508A  PLAN DIRECT MARKETING ACTIVITIES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.
Nominal Hours: 50
Required Reading: Class notes
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBMKG510A  PLAN ELECTRONIC MARKETING COMMUNICATIONS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e-marketing plan that integrates electronic communications and website marketing in support of marketing objectives.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG511A  ANALYSE DATA FROM INTERNATIONAL MARKETS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse data from international markets.
Nominal Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG512A  FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.
Nominal Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG513A  PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.
Nominal Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG514A  IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and to take actions to improve marketing performance.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG515A  CONDUCT A MARKETING AUDIT
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation’s marketing plan.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG516A  PROFILE INTERNATIONAL MARKETS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.
Nominal Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG517A  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.
Nominal Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG603B  MANAGE THE MARKETING PROCESS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
Nominal Hours: 50
Required Reading: No required reading.
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.
BSBMKG604A  DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS

Descriptions: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG605B  EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.

Nominal Hours: 60
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG606B  MANAGE INTERNATIONAL MARKETING PROGRAMS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBMKG607B  MANAGE MARKET RESEARCH

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG608A  DEVELOP ORGANISATIONAL MARKETING OBJECTIVES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation’s internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.

Nominal Hours: 60
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG609A  DEVELOP A MARKETING PLAN

Descriptions: This unit covers the skill and knowledge to devise specific marketing strategies and tactics arising from formulation of marketing objectives.

Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBPMG607A  DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS

Descriptions: This unit specifies the outcomes required to provide the critical link between people, ideas and information at all stages in the life-cycles of multiple projects across a program. It covers directing project communications and information management, managing program communications and analysing communications management outcomes for projects and programs.

Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPMG401A  APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project’s scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

Nominal Hours: 40
Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG402A  APPLY TIME MANAGEMENT TECHNIQUES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.

Nominal Hours: 40
Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG403A  APPLY COST MANAGEMENT TECHNIQUES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes.

Nominal Hours: 40
BSBPMG404A  APPLY QUALITY MANAGEMENT TECHNIQUES.

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects.

Nominal Hours: 30


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPUB402A  DEVELOP PUBLIC RELATIONS CAMPAIGNS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and conduct a public relations campaign, to evaluate its effectiveness and to present the findings to stakeholders.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG405A  APPLY HUMAN RESOURCES MANAGEMENT APPROACHES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG406A  APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications.

Nominal Hours: 40


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG407A  APPLY RISK MANAGEMENT TECHNIQUES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project.

Nominal Hours: 30


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPMG408A  APPLY CONTRACT AND PROCUREMENT PROCEDURES

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.

Nominal Hours: 30


Assessment: Oral and written questioning Oral presentation Practical demonstration Research assignment Written report

BSBPRO401A  DEVELOP PRODUCT KNOWLEDGE

Locations: St Albans.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.

Nominal Hours: 30


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBPUB401A  DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY


Descriptions: This unit describes the performance outcomes, skills and knowledge required to research, analyse and apply knowledge of the various components of the public relations industry, including legal and ethical constraints and strategic communications management planning.

Nominal Hours: 80


Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBPUB402A  DEVELOP PUBLIC RELATIONS CAMPAIGNS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and conduct a public relations campaign, to evaluate its effectiveness and to present the findings to stakeholders.

Nominal Hours: 50

Required Reading: The new Australian & New Zealand Public Relations Manual
FACULTY OF WORKFORCE DEVELOPMENT

Australia Tymson & Lazar. (2009) Tymson Communications

Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBPUB501A MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage the design, production, implementation and evaluation of public relations publications in accordance with organisational requirements.

Nominal Hours: 45


Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBPUB502A DEVELOP AND MANAGE COMPLEX PUBLIC RELATIONS CAMPAIGNS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop complex and potentially on-going public relations campaigns. It builds upon the skills and knowledge acquired in the unit BSBPUB402A Develop public relations campaigns.

Nominal Hours: 50


Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBPUB504A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS


Descriptions: This unit describes the performance outcomes, skills and knowledge required by public relations personnel to coordinate, develop and implement a crisis management plan to provide an organisation with a planned communications response for use in the event of crisis.

Nominal Hours: 40


Assessment: Students are required to do assignments, coursework, tests, projects, case studies and/or presentations.

BSBPUR301B PURCHASE GOODS AND SERVICES


Descriptions: This unit specifies the outcomes required to determine purchasing requirements, and make and receive purchases.

Nominal Hours: 60


Assessment: Students are required to do assignments, tests, projects, case studies.

BSBPUR401B PLAN PURCHASING


Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare invitations to offer, identify suppliers, issue invitations to offer, and prepare purchase recommendations.

Nominal Hours: 40

Required Reading: -

Assessment: Assessment methods will be designed to reinforce and to extend knowledge, skills and their application in accordance with requirements of each unit of competency’s learning outcomes, performance criteria, range statement and the relevant employability skills. A range of assessment methods will be designed to facilitate learning, transfer knowledge to work practices and provide evidence of competency, including: setting of projects and workplace practical tasks, written objective tests, short and extended answers, oral tests/technical interviews, demonstrations, presentations, research tasks, group and individual activities.

BSBPUR501A DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES

Descriptions: This unit specifies the outcomes required to develop, implement and evaluate an organisation’s purchasing strategies, and implement improvements to those strategies.

Nominal Hours: 60

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR502A MANAGE SUPPLIER RELATIONSHIPS

Descriptions: This unit specifies the outcomes required to manage relationships with suppliers of larger purchases or multiple smaller purchases, where the relationship is of some significance to the organisation. It covers managing purchasing agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.

Nominal Hours: 40

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR503B MANAGE INTERNATIONAL PURCHASING


Descriptions: This unit specifies the outcomes required to manage international purchasing of specific goods within workplace policies and procedures and regulatory frameworks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 50

Required Reading: No Required text

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.
BSBPUR504A MANAGE A SUPPLY CHAIN

Descriptions: This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.

Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBREL501A BUILD INTERNATIONAL CLIENT RELATIONSHIPS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.

Nominal Hours: 50
Required Reading:
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE

Descriptions: This unit covers the development of product knowledge as preparation for the sales process.

Nominal Hours: 30
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS302A IDENTIFY SALES PROSPECTS

Descriptions: This unit covers identification of potential sales prospects through application of prospecting methods.

Nominal Hours: 25
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS303A PRESENT A SALES SOLUTION

Descriptions: This unit covers presentation of a sales solution which responds to the specific buying needs of the client.

Nominal Hours: 60
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS304A SECURE PROSPECT COMMITMENT

Descriptions: This unit covers the sales processes associated with securing prospect commitment to proceed with a sale.

Nominal Hours: 20
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS305A SUPPORT POST-SALES ACTIVITIES

Descriptions: This unit covers attendance to post-sale activities that build and strengthen the partnership between salesperson and client, and enhance the prospect of future sales.

Nominal Hours: 15
Required Reading:
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBSLS306A SELF-MANAGE SALES PERFORMANCE

Descriptions: This unit covers self-management of sales performance through establishment of an individualised sales plan, and through management of stress, time, and sales-related paperwork.

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

BSBSLS402A IDENTIFY SALES PROSPECTS

Locations: St Albans.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.

Nominal Hours: 25
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS403A PRESENT A SALES SOLUTION

Locations: St Albans.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.

Nominal Hours: 60
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS404A SECURE PROSPECT COMMITMENT

Locations: St Albans.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use sales processes associated with securing prospect commitment to proceed with a sale.

Nominal Hours: 20
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS405A SUPPORT POST-SALE ACTIVITIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to attend to post sale activities that build and strengthen the partnership between salesperson and the client, and enhance the prospect of future sales.

Nominal Hours: 20
Required Reading:
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.
### BSBLS506A  **SELF-MANAGE SALES PERFORMANCE**

**Locations:** St Albans.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork.

**Nominal Hours:** 40

**Required Reading:** Selling - A Consultative Approach Rix, P. (2001). 2nd Ed McGraw-Hill, Australia

**Assessment:** Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

---

### BSBMB407A  **MANAGE A SMALL TEAM**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace. Specific legal requirements apply to the management of a small business.

**Nominal Hours:** 40


**Assessment:** Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence.

---

### BSBWOR201A  **MANAGE PERSONAL STRESS IN THE WORKPLACE**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage personal stress in a customer contact environment.

**Nominal Hours:** 40

**Required Reading:** This unit has no required text.

**Assessment:** o Oral and written questioning o Oral presentation o Practical demonstration o Research assignment o Written report

---

### BSBWOR204A  **USE BUSINESS TECHNOLOGY**

**Locations:** Footscray Nicholson, City King St, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.

**Nominal Hours:** 20

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, classwork, tests, projects, demonstration and observation. Traineeship Program On the job assessment through demonstration and observation in the workplace. 22053VIC Advanced Diploma of Legal Practice - Graded

---

### BSBWOR401A  **ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS**

**Locations:** Footscray Nicholson, Industry, On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to collect, analyse and communicate information and to use that information to develop and maintain effective working relationships and networks, with particular regard to communication and representation.

**Nominal Hours:** 50

**Required Reading:** -

**Assessment:** Assignments, Case studies, Projects, Research, Portfolio of evidence

---

### BSBWOR402A  **PROMOTE TEAM EFFECTIVENESS**

**Locations:** Footscray Nicholson, Industry, On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

---

### BSBWOR403A  **MANAGE STRESS IN THE WORKPLACE**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage own stress and the stress of others in a team environment.

**Nominal Hours:** 60

**Required Reading:** No required text.

**Assessment:** -

---

### BSBWRK403A  **COMMUNICATE WITH WORKERS**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to communicate effectively with workers on a one to one basis and in groups in order to move them towards union membership, involvement, collectivism and activism.

**Nominal Hours:** 50

**Required Reading:** This unit has no required text.

**Assessment:** - Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

---

### BSBWRK404A  **PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

**Nominal Hours:** 40

**Required Reading:** This unit has no required text.

**Assessment:** - Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report
BSBWRK405A  PROMOTE UNION VALUES, PRINCIPLES AND POLICIES
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to demonstrate the values of the union and social justice movements.
Nominal Hours: 50
Required Reading: This unit has no required text.
Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK406A  PARTICIPATE IN THE BARGAINING PROCESS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members.
Nominal Hours: 50
Required Reading: This unit has no required text.
Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK407A  PROVIDE ADVICE TO UNION MEMBERS
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.
Nominal Hours: 30
Required Reading: This unit has no required text.
Assessment: Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK410A  IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.
Nominal Hours: 50
Required Reading: -
Assessment: Assignments, Case studies, Projects and Research.

CUFDIG402A  DESIGN USER INTERFACES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to design user interfaces for interactive media products. Prototype testing of interfaces with, for example, focus groups, is a key aspect of the role. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment will be skills and application based within the framework of projects and case studies.

CUFDIG403A  CREATE USER INTERFACES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to create a user interface for an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 50
Required Reading: No required text
Assessment: Assessment will be skills and application based within the framework of projects and case studies.

CUFWR04A  WRITE PRESENTATION MATERIAL
Descriptions: This unit describes the skills and knowledge required to write a range of presentation material that contributes to the continuity of an audio program, including links, “intros”, “outros”, and back announcements.
Nominal Hours: 20
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

CUSADM05A  DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN
Descriptions: This unit describes the skills and knowledge required to develop a strategic plan and to monitor and manage its implementation. It may be applied to a small independent operation or to a section of a large organisation.
Nominal Hours: 70
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

CUSGEN05B  MAKE PRESENTATIONS
Descriptions: This unit describes the skills and knowledge required to prepare for and make effective presentations to a group of people. Senior operational staff, sales and marketing personnel or managers would generally undertake this role.
Nominal Hours: 35
Assessment: As per accredited curriculum

FDFCDSEWB  EVALUATE WINE STANDARD
Locations: Other.
FacultY of WorKforce develoPMent

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA
Descriptions: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

MEM11015B MANAGE WAREHOUSE INVENTORY SYSTEM
Descriptions: This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
Nominal Hours: 40
Required Reading: -
Assessment: Assignments, classroom activities, tests, projects, case studies and/or presentations.

FDFPLSCP4A SCHEDULE AND MANAGE PRODUCTION
Descriptions: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.
Nominal Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

FNSACCT503B MANAGE BUDGETS AND FORECASTS
Locations: Footscray Park, Industry.
Descriptions: This unit covers the competency to prepare and manage budgets and forecasts.
Nominal Hours: 50
Required Reading: -
Assessment: Case study, test, classwork, assignments.

FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE
Locations: Industry.
Descriptions: This unit covers the provision of mentoring and coaching within the workplace by managers or supervisors to assist in maximising the opportunity for the individual to achieve individual and organisational goals and ensure career progression within the financial services industry.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods will include assignments, projects and case studies.

ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Descriptions: This unit defines the competency required to use computer applications employing advanced features.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

PSPGOV601B APPLY GOVERNMENT SYSTEMS
Descriptions: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Nominal Hours: 60
Required Reading: No required text.
Assessment: Assessment methods will include assignments, projects and case studies.

PSPGOV602B ESTABLISH AND MAINTAIN STRATEGIC NETWORKS
Descriptions: This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships. In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with
legislation, applying government systems, managing change, managing diversity, etc.

Nominal Hours: 40


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

SIRRFSA001A  APPLY RETAIL FOOD SAFETY PRACTICES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement safe food storage handling processes in a retail food environment according to a food safety program.

Nominal Hours: 40

Required Reading: No required text

Assessment: Observation, demonstration, questioning, written assignment. Demonstration, Participants will be required to demonstrate that they meet units elements via observation and questioning, Yes/No.

SIRRPFK003A  ADVISE ON FAST FOOD PRODUCTS


Prerequisites: SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and apply product knowledge to provide advice to customers with regard to fast food products.

Nominal Hours: 20

Required Reading: No required text.

Assessment: Observation, demonstration, questioning, written assignment.

SIRXCCS001A  APPLY POINT-OF-SALE HANDLING PROCEDURES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to operate point-of-sale equipment, apply store policy and procedures to a range of transactions, interact with customers and package or wraps an item for transportation.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Observation, demonstration, questioning, written assignment.

SIRXINV002A  MAINTAIN AND ORDER STOCK

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain and order stock in a retail environment. It involves monitoring receipt and dispatch of goods, maintaining stock records, coordinating stocktake, identifying stock losses, processing orders and following up on orders.

Nominal Hours: 25


SIRXSL001A  SELL PRODUCTS AND SERVICES

Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to sell products and services in a retail environment. It involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.

Nominal Hours: 20

Required Reading: No required reading.

Assessment: Retail courses: Students will be assessed on their verbal and non verbal communication skills to determine customer requirements, sell the benefits of products and services, overcome objections and close sales through observation, demonstration, questioning and presentation. Hospitality courses: A range of assessment methods will be used to assess practical skills and knowledge, including: -direct observation, role-plays, oral/written questions, case studies, presentation. - portfolios of evidence and third party reports.

SITHAC001A  PROVIDE ACCOMMODATION RECEPTION SERVICES

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide arrival and departure services to guests in commercial accommodation establishments. It requires the ability to check daily arrivals, allocate rooms, check guests in and out of their accommodation and complete invoicing of guest charges.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to provide front office reception services, including: - direct observation of the candidate providing arrival and departure services, including financial transactions - role play to assess ability to deal with differing customer queries, requests or complaints - case studies to complete arrival or departure processes and documentation for different customer scenarios - written and oral questioning or interview to test knowledge of the accommodation product and the
relationships between different sectors of the tourism industry - review of front office records, reports and computer data completed by the candidate - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCAS003A PROVIDE PORTER SERVICES
Locations: Footscray Nicholson, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide porter services within a commercial accommodation establishment. It requires the ability to check and plan for daily arrivals, assist guests with luggage and provide ancillary services for guests.
Nominal Hours: 10
Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge required to provide porter services, including: - direct observation of the candidate carrying and loading multiple pieces of luggage safely or answering customer requests - role play to assess ability to deal with differing customer queries, requests or complaints - case studies to complete arrival or departure luggage processes and documentation for different customer scenarios - oral or written questions to assess knowledge of typical porterage procedures and systems - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

SITHCAS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Observation, role plays, oral/written questions, portfolio of evidence.

SITHCAS005A PREPARE ROOM FOR GUESTS
Locations: Footscray Nicholson, Industry, Other.
Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES SITHCAS006A - CLEAN PREMISES AND EQUIPMENT
Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.
Nominal Hours: 25
Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate preparing and servicing a guest room - inspection of rooms cleaned by the candidate - written and oral questions to test knowledge about housekeeping and room preparation procedures - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCAS006A CLEAN PREMISES AND EQUIPMENT
Locations: Footscray Nicholson, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate carrying and loading multiple pieces of luggage safely or answering customer requests - role play to assess ability to deal with differing customer queries, requests or complaints - case studies to complete arrival or departure luggage processes and documentation for different customer scenarios - oral or written questions to assess knowledge of typical porterage procedures and systems - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

SITHCAS007A LAUNDER LINEN AND GUEST CLOTHES
Locations: Other.
Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to launder linen and guest clothes.
Nominal Hours: 20
Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate carrying out specific laundry tasks within a complete cycle - inspection of items laundered by the candidate - oral or written questions about commercial laundry equipment and operation, including selection of appropriate laundry cycles and programs, chemicals and their use, stain identification and treatment and OHS issues - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHASC001A USE BASIC ASIAN METHODS OF COOKERY
Locations: Off-shore.
Prerequisites: SITHCCC002A - PRESENT FOOD SITHCCC001A - ORGANISE AND PREPARE FOOD SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to apply basic principles and methods used in Asian cookery, including national Asian cuisines as well as regional specialisations.
Nominal Hours: 90
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin gton 1 Cengage Learning
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SITHASC002A PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES
Locations: Off-shore.
Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY SITHCCC001A - ORGANISE AND PREPARE FOOD SITHCCC002A - PRESENT FOOD SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Descriptions: This unit describes the performance outcomes, skills and knowledge
required to prepare and present appetisers and snacks for Asian cuisines.

Nominal Hours: 45

Required Reading: Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning

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

SITHASC003A PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCO001A - ORGANISE AND PREPARE FOOD
SITHCCO002A - PRESENT FOOD
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare stocks and soups for Asian cuisines.

Nominal Hours: 25

Required Reading: Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning

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

SITHASC004A PREPARE SAUCES, DIPS AND ACCOMPANIMENTS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCO001A - ORGANISE AND PREPARE FOOD
SITHCCO002A - PRESENT FOOD
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and present sauces, dips and accompaniments for Asian cuisines.

Nominal Hours: 15

Required Reading: Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning

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

SITHASC005A PREPARE SALADS FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCO001A - ORGANISE AND PREPARE FOOD
SITHCCO002A - PRESENT FOOD
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare salads, sauces, dressings and accompaniments for national and regional Asian cuisines.

Nominal Hours: 40

Required Reading: VU Produced Workbooks VU VU

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

SITHASC006A PREPARE RICE AND NOODLES FOR ASIAN CUISINES

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCO001A - ORGANISE AND PREPARE FOOD
SITHCCO002A - PRESENT FOOD
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines.

Nominal Hours: 30

Required Reading: Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning

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

SITHASC007A PREPARE MEAT, Poultry, Seafood and Vegetables for Asian Cuisines

Locations: Off-shore.

Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCCO001A - ORGANISE AND PREPARE FOOD
SITHCCO002A - PRESENT FOOD
SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare meat, poultry, seafood and vegetables for national and regional Asian cuisines.

Nominal Hours: 90

Required Reading: Chef Professional Ford, Zelman, Hunter, Tinton, Carey, Walpole, Rippington 1 Cengage Learning

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit’s learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.
SITHASC008A  PREPARE DESSERTS FOR ASIAN CUISINES

Locations: Off-shore.
Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCC002A - PRESENT FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare desserts for national and regional Asian cuisines.

Nominal Hours: 50
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin
gton 1 Cengage Learning

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

SITHASC009A  PREPARE CURRY PASTE AND POWDER FOR ASIAN CUISINES

Locations: Off-shore.
Prerequisites: SITHCC001A - ORGANISE AND PREPARE FOOD
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare curry pastes and powders for national and regional Asian cuisines.

Nominal Hours: 25
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin
gton 1 Cengage Learning

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

SITHASC013A  PLAN MENUS FOR ASIAN CUISINES

Locations: Off-shore.
Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan menus for Asian cuisines. It covers developing menu concepts and content, costing and developing systems required to support the menu and its production, as well as planning, designing and arranging the printing of menus.

Nominal Hours: 30
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin
gton 1 Cengage Learning

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

SITHASC027A  PREPARE, COOK AND SERVE ASIAN FOOD FOR FOOD SERVICE

Locations: Off-shore.
Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHCC001A - ORGANISE AND PREPARE FOOD
SITHCC002A - PRESENT FOOD
SITHCC003A - RECEIVE AND STORE KITCHEN SUPPLIES
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve Asian food items for a service period in a hospitality enterprise, using a range of basic Asian cooking methods and working as a part of a team. This unit integrates key technical and organisational skills required by a short order cook or caterer. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. This unit underpins the more advanced integrated unit SITHASC028A Prepare, cook and serve Asian food for menus. Food service periods may be breakfast, lunch, dinner, supper or special functions and events. Styles of menus may be classical, contemporary or ethnic and may be formal or informal according to enterprise requirements.

Nominal Hours: 0
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin
gton 1 Cengage Learning

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

SITHASC028A  PREPARE, COOK AND SERVE ASIAN FOOD FOR MENUS

Locations: Off-shore.
Prerequisites: SITHASC001A - USE BASIC ASIAN METHODS OF COOKERY
SITHASC002A - PRODUCE APPETISERS AND SNACKS FOR ASIAN CUISINES
SITHASC003A - PREPARE STOCKS AND SOUPS FOR ASIAN CUISINES
SITHASC004A - PREPARE SAUCES, DIPS AND ACCOMPLISHMENTS FOR ASIAN CUISINES
SITHASC005A - PREPARE SALADS FOR ASIAN CUISINES
SITHASC006A - PREPARE RICE AND NOODLES FOR ASIAN CUISINES
SITHASC007A - PREPARE MEAT, PASTA AND VEGETABLES FOR ASIAN CUISINES
SITHCC001A - ORGANISE AND PREPARE FOOD

Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve Asian food for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of Asian food items for a service period in a hospitality enterprise, using a range of Asian cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen. Contexts for this unit may vary depending on the nature of the enterprise. For example, menus may be classical, contemporary or ethnic and service may be formal or informal.

Nominal Hours: 0
Required Reading: Chef Professional Ford,Zelman,Hunter,Tinton,Carey,Walpole,Rippin
gton 1 Cengage Learning

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

SITHCCC001A ORGANISE AND PREPARE FOOD


Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.

Nominal Hours: 20


Assessment: Direct observation, inspection of food items, test and portfolio.

SITHCCC002A PRESENT FOOD

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to efficiently and professionally plate, present and serve food in a commercial kitchen or catering operation. It may include the presentation of food for Asian cuisines.

Nominal Hours: 6


Assessment: Direct observation, inspection of food items, test and portfolio.

SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES


Prerequisites: SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related goods. Supplies refer to all perishable and nonperishable goods received from both internal and external suppliers and maintained within a stock control system.

Nominal Hours: 10


Assessment: Direct observation, written/oral test, stock control reports/records, portfolio of evidence.

SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES


Prerequisites: SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations.

Nominal Hours: 10


Assessment: Direct observation, inspection of areas cleaned, written/oral test, portfolio.

SITHCCC005A USE BASIC METHODS OF COOKERY

Locations: Footscray Nicholson, Industry, Other.

Prerequisites: SITHCCC002A - PRESENT FOOD

SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

SITHCCC001A - ORGANISE AND PREPARE FOOD

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare menu items for the kitchen of a hospitality or catering operation. The unit underpins effective performance in all other cookery units.

Nominal Hours: 45


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC007A PREPARE SANDWICHES


Prerequisites: SITXHOS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

SITHCCC001A - ORGANISE AND PREPARE FOOD

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread. Sandwiches may be pre-prepared or made on demand according to customer requests. Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings.

Nominal Hours: 6

SITHCCC008A  PREPARE STOCKS, SAUCES AND SOUPS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOOD
SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. Stocks, sauces and soups can be classical or contemporary and be from varying ethnic and cultural origins. Soups may be served hot or cold. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 35


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC009A  PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOOD
SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare various vegetables, fruit, eggs and farinaceous dishes in a commercial kitchen or catering operation. Vegetables and fruit may be fresh, preserved or frozen, and selected according to seasonal availability, menu and enterprise requirements. A variety of vegetables and fruit, and vegetable and fruit dishes must be prepared and cooked. These may be classical or contemporary, from various ethnic or cultural origins, and may be offered as main dishes, appetisers or salads, or accompaniments. Potato accompaniments must include both classical and contemporary dishes. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.

**Nominal Hours:** 50


**Assessment:** Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC010A  SELECT, PREPARE AND COOK POULTRY

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOOD
SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook, present and store poultry in a commercial kitchen or catering operation. Poultry dishes may be classical and contemporary and from a variety of ethnic and cultural origins.

**Nominal Hours:** 25


**Assessment:** Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC011A  SELECT, PREPARE AND COOK SEAFOOD

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOOD
SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to select, prepare, present and store seafood in a commercial kitchen or catering operation. Menu items to be produced from seafood may include a variety of classical and contemporary dishes, of varying cultural and ethnic origins, and may involve raw or cooked fish, shellfish and seafood byproducts.

**Nominal Hours:** 30


**Assessment:** Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC012A  SELECT, PREPARE AND COOK MEAT

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITHCCC002A - PRESENT FOOD
SITXHSS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC001A - ORGANISE AND PREPARE FOOD
SITHCCC005A - USE BASIC METHODS OF COOKERY

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store meats in a commercial kitchen or catering operation. Meats include primary, secondary and portioned cuts of pork, lamb, beef and veal; and game, fancy meats and offal. Meats may be fresh, frozen, cryovac or preserved.

**Nominal Hours:** 50
This unit describes the performance outcomes, skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit and SITHCCC015A Plan and prepare food for buffets, which deals with designing, planning and preparing buffets. Buffets may be associated with functions; special occasions and celebrations; and breakfast, lunch or dinner service. Food items for buffets may be derived from classical or contemporary recipes and from varying ethnic origins. Buffet items may be selected to meet the requirements of particular cultural groups, or a particular cultural theme.

Nominal Hours: 25


Assessment: Observation, sampling of buffet items, evaluation of completed buffet, written/oral test, portfolio of evidence.

SITHCCC016A  DEVELOP COST EFFECTIVE MENUS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop menus and plan, prepare and control menu-based catering costs within established enterprise systems.

Nominal Hours: 30


Assessment: Samples of menus, production schedules, security plans & checklists, oral/written questions, portfolio of evidence.

SITHCCC019A  PLAN, PREPARE AND DISPLAY A BUFFET


Prerequisites: SITHCCC002A - PRESENT FOOD


Assessment: Observation, sampling of meat dishes, oral/written test/worksheet on different cuts of meat, portfolio.

SITHCCC020A  PREPARE PORTION-CONTROLLED MEAT CUTS


Prerequisites: SITHCCC002A - PRESENT FOOD

Assessment: Observation, sampling of meat dishes, oral/written test/worksheet on preparation of meat dishes, portfolio of evidence.
SITHCCC005A - USE BASIC METHODS OF COOKERY
SITHCCC012A - SELECT, PREPARE AND COOK MEAT

Descriptions: This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions and prepare a selection of meat products. These skills build on those contained in the unit SITHC0012A Select, prepare and cook meat, which deals with portioning, preparing and cooking meat. Meat cuts to be prepared may be for both traditional or contemporary recipes and requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 24
Assessment: Observation, oral/written test/worksheet, sampling, portfolio.

SITHCCC021A  HANDLE AND SERVE CHEESE

Prerequisites: SITX0HS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milkbased products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 5
Assessment: Direct observation, sampling, testing and portfolio.

SITHCCC025A  MONITOR CATERING REVENU AND COSTS

Prerequisites: SITX0F004A MANAGE COSTS IN A COMMERCIAL KITCHEN

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish and monitor the costs involved in operating a food service. It incorporates aspects of preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.

Nominal Hours: 30
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

SITHCCC026A  ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD

Prerequisites: SITX1SA001A - IMPLEMENT FOOD SAFETY PROCEDURES
SITX0HS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to ensure that high standards of food quality are established and maintained in a commercial kitchen environment. These tasks are generally undertaken by a qualified cook or chef who also has some supervisory responsibilities. Quality procedures may be manual or computer-based. Quality data may be collected over different timeframes, according to enterprise requirements and practice.

Nominal Hours: 80
Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.

SITHCCC027A  PREPARE, COOK AND SERVE FOOD FOR SERVICE

Prerequisites: SITHCCC005A - USE BASIC METHODS OF COOKERY
SITX0HS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve food items for a food service. It incorporates aspects of preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.

Nominal Hours: 50
Assessment: Observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.

SITHCCC028A  PREPARE, COOK AND SERVE FOOD FOR MENUS

Prerequisites: SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES
SITHCCC004A - CLEAN AND MAINTAIN KITCHEN PREMISES
SITHCCC008A - PREPARE STOCKS, SAUCES AND SOUPS
SITHCCC006A - PREPARE APPETISERS AND SALADS
SITHCCC009A SITHCCC010A SITHCCC011A SITHCCC012A SITHCCC013A SITHCCC014A SITHCCC016A SITX0F001A

Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve food for menus. It incorporates all aspects of organising, preparing, cooking and serving a variety of food items for a service period in a hospitality enterprise, using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen.

Nominal Hours: 80
Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/worksheets, portfolio of evidence and third party workplace reports.
SITHCCC029A  PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and cook foods to meet both basic and specific dietary and cultural needs, generally under instructions from others. It covers the ability to apply basic nutritional principles as well as deal with special dietary and cultural requirements normally encountered in a variety of hospitality and catering establishments.

Nominal Hours: 75


Assessment: Observation, sampling of dishes, oral/written questions, evaluation of suitability of dishes, portfolio/third party reports.

SITHCCC031A  OPERATE A FAST FOOD OUTLET

Locations: Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a limited range of food and menu items in a catering operation or small outlet in various venues in the hospitality and tourism industry. Food and menu items are limited and defined and include fast food or specific and routine meals such as breakfasts.

Nominal Hours: 36

Required Reading: No required text.

Assessment: Observation, demonstration, questioning, written assignment.

SITHCCC035A  DEVELOP MENUS TO MEET SPECIAL DIETARY AND CULTURAL NEEDS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for all Australians, including meeting specific dietary and cultural needs. The unit focuses on the knowledge and skills required to meet nutritional requirements in the preparation of meal plans, diets and menus. The menu may be developed with or without the direction of a dietitian or medical specialist, depending on the job role. This unit does not cover preparation and cooking of food to meet dietary and cultural needs which is addressed in SITHCCC029A Prepare foods according to dietary and cultural needs. Nor does it focus on general menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of different cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and medical specialist, depending on the job role. This unit does not cover preparation and cooking of food to meet dietary and cultural needs which is addressed in SITHCCC029A Prepare foods according to dietary and cultural needs. Nor does it focus on general menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of different cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and medical specialist, depending on the job role. This unit does not cover preparation and cooking of food to meet dietary and cultural needs which is addressed in SITHCCC029A Prepare foods according to dietary and cultural needs. Nor does it focus on general menu planning principles involving budgetary and marketing concerns, which are covered in SITHCCC040A Design menus to meet market needs. Evidence is required of knowledge and understanding of a range of different cultural, dietary and special requirements. However, the focus of this range will vary according to the target markets of a particular workplace. Special dietary needs include therapeutic and medical specialist, depending on the job role.

Nominal Hours: 15

Required Reading: VU Produced Workbooks

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

SITHCCC038A  PLAN CATERING FOR AN EVENT OR FUNCTION


Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.

Nominal Hours: 36


Assessment: A range of assessment methods will be used to assess practical and knowledge, including: - review of actual event documentation and reports prepared by the candidate - evaluation of an event organised by the candidate - evaluation of reports - written and oral questioning or interview to test knowledge of event coordination procedures and materials - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCCC040A  DESIGN MENUS TO MEET MARKET NEEDS


Prerequisites: SITHCCC016A - DEVELOP COST EFFECTIVE MENUS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use menu planning as a marketing and management tool.

Nominal Hours: 30


Assessment: Variety of menus, case studies, written/oral questions, portfolio/third party reports

SITHFAB001A  CLEAN AND TIDY BAR AREAS

Locations: Footscray Nicholson, Industry, Other.

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide general assistance in a bar area. It includes the skills to clean and tidy bars and public areas, including collecting glasses and interacting with customers. It does not include the preparation and service of alcoholic beverages which is found in the unit SITHFAB002A Operate a bar. Some States and Territories will have legislative requirements in relation to the service of alcohol

Nominal Hours: 10


Assessment: Students are required to work in the bar, observation, assignments, classroom activities, role plays, portfolio of evidence.

SITHFAB002A  OPERATE A BAR

Locations: Footscray Nicholson, Industry, Other.

Prerequisites: SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

SITHFAB001A - CLEAN AND TIDY BAR AREAS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to carry out bar operations in a range of hospitality enterprises. The unit involves the service of a range of alcoholic and non-alcoholic beverages commonly found in a bar. It does not include the making of espresso coffee which is found SITHFAB012A Prepare and serve espresso coffee.
SITXOHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES

Prerequisites:
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Required Reading: Workbooks will be provided to trainees as part of their training.


SITXINV001A - RECEIVE AND STORE STOCK

Prerequisites: SITXINV001A - RECEIVE AND STORE STOCK


Required Reading: Training record book, observation, demonstration, written/oral test/worksheets.

SITXINV001A - RECEIVE AND STORE STOCK

Prerequisites:
SITXINV001A - RECEIVE AND STORE STOCK


Required Reading: Training record book, observation, demonstration, written/oral test/worksheets.

SITXOHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES

Prerequisites:
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Required Reading: Workbooks will be provided to trainees as part of their training.


SITXOHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES

Prerequisites:
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Required Reading: Workbooks will be provided to trainees as part of their training.


SITXOHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES

Prerequisites:
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Required Reading: Workbooks will be provided to trainees as part of their training.


SITXOHS002A  FOLLOW WORKPLACE HYGIENE PROCEDURES

Prerequisites:
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Required Reading: Workbooks will be provided to trainees as part of their training.

Assessment: Students are required to do test, role plays/problem solving activities, case studies/observation. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and maintain the general product knowledge required in food and beverage attending, bar service and catering. The unit brings together much of the product knowledge that underpins effective work performance in a range of food service roles. It addresses food knowledge and the relationship between different foods and beverages. It focuses on the need for ongoing updating of knowledge by all food and beverage staff. Types of food for which knowledge may be required include traditional or contemporary items and may be of varying ethnic origins.

Nominal Hours: 50


Assessment: Projects, written/oral test, presentations, observation, role plays, workplace activities, portfolio. Traineeship: Observation, demonstration, questioning, written assignment.

SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning, and care and preventative maintenance of machinery. Care and maintenance procedures may vary according to the machine manufacturer recommendations and warranty conditions. Dosage measuring may be mechanical or electronic. Dosing also refers to selecting the correct amount of ground coffee, appropriate particle grind size and prevailing conditions such as ambient humidity. An espresso coffee is the basis of most coffee-based beverages.

Nominal Hours: 30

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training. The waiter’s handbook. Brown, G. Hepner, K. (2008). Australia: Pearson Ed

Assessment: Direct observation of practical demonstration, tasting of coffee, videos, written/oral questions and portfolio of evidence.

SITHFAB013A PROVIDE SPECIALIST ADVICE ON FOOD


Prerequisites: SITHFAB011A - DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and maintain in-depth knowledge of food and apply that knowledge to food service operations. This unit builds on skills and knowledge covered in SITHFAB004A Provide food and beverage service, and SITHFAB011A Develop and update food and beverage knowledge. The unit covers the development of knowledge and provision of advice on foods and menu items to customers. Demonstration of knowledge must cover a wide range of food and food items, however the depth, breadth and focus will vary according to enterprise requirements. Styles of menus to be developed or contributed to may be classical, contemporary or ethnic and may be formal or informal according to enterprise requirements. Special cultural groups may include any ethnic, cultural or religious group with special dietary requirements or sanctions.

Nominal Hours: 40

SITHFAB014A PROVIDE SPECIALIST ADVICE ON WINE


Prerequisites: FDFCDSEWB - EVALUATE WINE STANDARD

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide specialist advice and where required, service of wine. It focuses on knowledge relating to Australian and imported wines, recommendations for wine and food combinations, determining wine quality and characteristics, assisting in the development of wine lists, and the ability to further develop and update wine knowledge.

Nominal Hours: 40

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHFAB015A PREPARE AND SERVE COCKTAILS


Prerequisites: SITHFAB002A - OPERATE A BAR
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and serve cocktails in a range of hospitality enterprises. Cocktails are drinks with a base, usually of one or more spirits, to which other ingredients are added.

Nominal Hours: 20

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training. The waiter’s handbook. Brown, G. Hepner, K. (2008). Australia: Pearson Ed

Assessment: Observation of preparing/serving cocktails, written/oral questions, customer feedback, tasting of cocktail, portfolio.

SITHFAB020A APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE


Prerequisites: SITHFAB003A - SERVE FOOD AND BEVERAGE TO CUSTOMERS
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and nonalcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items and alcoholic and nonalcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group. State or territory licensing requirements may apply.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 1


Assessment: Students are required to work in the restaurant, observation, do assignments, classroom activities, role plays, portfolio of evidence, case studies and/or presentations

SITHFAB021A PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE


Descriptions: This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. This unit describes the performance outcomes, skills and knowledge required to organise, prepare and service food, and alcoholic and non-alcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items, and alcoholic and non-alcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires taking responsibility for own output, working as part of a team and taking limited responsibility for the work of others.

Nominal Hours: 1

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHGAM001A ATTEND GAMING MACHINES

Locations: Industry.

Prerequisites: SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct day-to-day gaming machine operations. It covers the operation and maintenance of gaming machines, payouts and security of gaming areas and the provision of advice on all games offered by the enterprise. It requires individual responsibility or autonomy in relation to own work and roles and responsibilities and collaboration with others as part of a team or group.

Nominal Hours: 25

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHGAM002A OPERATE A TAB OUTLET

Locations: Industry.

Prerequisites: SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct day-to-day TAB operations. TAB refers to Totalisator Agency Board operations and may cover horseracing and betting on other sports according to state and territory practices.

Nominal Hours: 40

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHGAM003A CONDUCT A KENO GAME


Prerequisites: SITXFIN001A - PROCESS FINANCIAL TRANSACTIONS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct a Keno game.

Nominal Hours: 5

Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.


SITHGAM006A PROVIDE RESPONSIBLE GAMBLING SERVICES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide responsible gambling services, and information to customers who require assistance with their problem gambling.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the hospitality industry, including the role of different industry sectors and key legal and ethical issues that must be considered by hospitality industry personnel in their daytoday work. This knowledge underpins effective performance in the hospitality industry.

Nominal Hours: 25

Required Reading: The road to hospitality, skills for the new professional. V. O’Shanessy, D. Minett. (2008) Australia: Pearson,.

Assessment: Students are required to do industry visits, assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITHIND002A APPLY HOSPITALITY SKILLS IN THE WORKPLACE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to apply hospitality skills in the workplace. The unit integrates a defined range of key technical and organisational skills required by service staff to provide a range of organisation products and services to multiple and diverse customers. The unit brings together the skills and knowledge acquired in individual units and focuses on the way these must then be applied in a hospitality setting. It incorporates preparation, service and close-down, using a range of techniques, equipment and materials. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group.

Nominal Hours: 1

SITHDIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE

**Locations:** Footscray Nicholson, Industry, Other.

**Prerequisites:** SITHFAB002A - OPERATE A BAR
SITHFAB004A - PROVIDE FOOD AND BEVERAGE SERVICE
SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide and coordinate hospitality service to customers. The unit integrates a range of well developed key operational and organisational skills required by service staff in hospitality organisations providing a range of organisation products and services to multiple and diverse customers. The unit brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a hospitality setting to ensure a smooth work flow and quality customer service. It incorporates preparation, service and clean-up of the work area, using a range of techniques, equipment and materials. It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.

**Nominal Hours:** 1


**Assessment:** Training record book, observation, customer feedback, written/oral test/ worksheets, portfolio/third party evidence.

SITTGDE001A WORK AS A GUIDE

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work. It is an essential skill for all guides and underpins all guiding activities. All tour guides residing in any part of Australia are subject to the Queensland Tourism Services Act (2003) which governs tourism practice in Queensland. They do not need to register or meet any training or certification requirements but they can be fined if they participate in unconscionable conduct when selling Queensland-based tourism products and services. This unit covers the requirements for guides to deliver tours according to legal and ethical requirements. The Queensland Tourism Services Act (2003) specifically deals with ethical practices. Therefore, training and assessment of this unit must take into account the specific requirements of this legislation as it has implications on all guiding activities when a guide operates within the Queensland borders. No occupational licensing or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 90

**Required Reading:** No required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example require to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customer’s arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

SITTGDE004A LEAD TOUR GROUPS

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups. It requires the ability to coordinate the physical movement of groups. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 30

**Required Reading:** No required text

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example required to coordinate a group of touring customers. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups.

SITTGDE006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare and present commentaries or activities to customers. Its main focus is on the need to use effective interpretation and presentation techniques to ensure customer participation and enjoyment. Tour guides may have generalist or specialist knowledge and the diversity of information imparted is immense and immeasurable. This unit does not focus on the knowledge base but on the skills required to prepare and present information. The unit goes beyond the delivery of fully-scripted commentary and requires significant creative input.

**Nominal Hours:** 70

**Required Reading:** No required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example prepare and present commentaries or activities to customers.

SITTGDE007A DEVELOP AND MAINTAIN THE GENERAL AND REGIONAL KNOWLEDGE REQUIRED BY GUIDES

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide’s knowledge.
**FACULTY OF WORKFORCE DEVELOPMENT**

**Nominal Hours:** 100

**Required Reading:** No required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guide's knowledge.

**SITIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE**

**Locations:** Werribee, Sunbury, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day-to-day work. This knowledge underpins effective performance in the tourism industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 25


**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example describe the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day to day work.

**SITTPPD001A RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS**

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage product development strategically within tourism and hospitality organisations. It requires the ability to research the market, analyse issues relevant to establishing the product, determine a profitable selling price, establish the product, and monitor and evaluate its success.

**Nominal Hours:** 100

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

**SITTPPD002A RESEARCH TOURISM DATA**

**Locations:** Werribee.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to conduct formal tourism research. It requires the ability to identify research needs, conduct the research and accurately analyse and interpret the data.

**Nominal Hours:** 100

**Required Reading:** This unit has no required text.

**Assessment:** Students are required to do assignments, classroom activities, portfolio of research and/or presentations.

**SITTSSL001A OPERATE AN ONLINE INFORMATION SYSTEM**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to operate an online information system, which can include the internet and any intranet system. It requires the ability to determine information requirements and locate, check and download information.

**Nominal Hours:** 40


**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example they can operate an online information system, which can include the internet and any intranet system

**SITTSSL002A ACCESS AND INTERPRET PRODUCT INFORMATION**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to access and interpret specific details about tourism products correctly and accurately. This unit does not cover detailed interpretation of airfare information which is covered by a range of other Tourism Sales and Operations units. Any organisation that sells travel insurance to a retail client must meet the requirements of the Financial Services Reform Act (2001). In particular, sales personnel must complete a course delivered by the insurance provider in order to interpret provisions of the insurance policy and provide advice to customers on its purchase.

**Nominal Hours:** 65


**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example access and interpret specific details about tourism products correctly and accurately

**SITTSSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for international destinations, including general product information such as what types or styles of product a destination offers. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

**Nominal Hours:** 45

**Required Reading:** The Travel Handbook series International Destinations. Lee Perlitz and Steven Elliot (2001). Prentice Hall/Surrey Hills NSW

**Assessment:** Students are required to do assignments, classroom activities, tests, and/or presentations.

**SITTSSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE**

**Locations:** Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for Australian destinations, including general product information such as what types or styles of product can the destination offer. The unit requires the ability to identify appropriate information
sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

Nominal Hours: 40
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classroom activities, tests, projects and/or presentations.

SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES

Locations: Industry.
Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to sell tourism services and products proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale. This unit covers the sale of any type of tourism product or service to any destination. Therefore, training and assessment must take into account the specific requirements of tourism.

Nominal Hours: 35
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example sell tourism services and products proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale.

SITTTSL006A PREPARE QUOTATIONS

Locations: Industry.
Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to calculate the costs of products and services accurately and to present quotations to customers. It requires the ability to provide quotations for products and services where some costing and pricing has already been undertaken in the product development phase. As such it underpins SITTPPD003A Source and package tourism services where some costing and pricing has already been undertaken in the product development phase. This unit covers the sale of any type of tourism product or service to any destination. Therefore, training and assessment must take into account the specific requirements of tourism.

Nominal Hours: 30
Required Reading: No required reading.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example sell tourism services and products proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale.

SITTTSL007A RECEIVE AND PROCESS RESERVATIONS

Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and process reservations for a tourism or hospitality product or service offered for sale to agents or direct to the consumer. It requires the ability to determine the availability of the product or service, offer alternatives, accurately record the reservation details and administer the reservation through to finalisation.

Nominal Hours: 30
Required Reading: No required reading.
Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate receiving and processing reservations - evaluation of integrated activities completed by the candidate, including sourcing information on products, selling products, providing quotations and issuing documents - evaluation of reservations documentation and booking data generated by the candidate - activities to assess ability to process differing types of reservations, including booking, retrieving and amending a series of bookings - written and oral questioning or interview to test knowledge of the principles underpinning reservations procedures and the relationships between different sectors of the tourism industry - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITTTSL008A BOOK AND COORDINATE SUPPLIER SERVICES

Locations: Industry.
Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to make and administer bookings for tourism or hospitality products and services. It requires the ability to identify the customer's product requirements, request and confirm these with appropriate suppliers, and administer all bookings through to finalisation. It describes the coordination of bookings with suppliers, normally a business to business supply. The unit does not cover the skills required to receive and process an incoming reservation within a supplier organisation which are covered in SITTTSL007A Receive and process reservations.

Nominal Hours: 20
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classroom activities, projects.

SITTTSL009A PROCESS TRAVEL-RELATED DOCUMENTATION

Locations: Industry.
Prerequisites: SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to process a range of travel documentation commonly used or issued within the tourism industry. It requires the ability to identify and interpret all documentation requirements and to prepare and despatch documents within designated deadlines. Travel related documents can include air tickets.

Nominal Hours: 25
Required Reading: This unit has no required text.
Assessment: Students are required to do classroom activities, tests, assignment.

SITTTSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM

Descriptions: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for a range of products and services in tourism, hospitality or events. It requires the ability to use the system capabilities to fulfil a range of sales and operational functions. The unit concentrates on the specific computer skills required to apply many tourism operational functions. This unit does not cover specific core sales and operational skills which are fully covered in other individual units, such as SITTTSL005A Sell tourism products and services, SITTTSL006A Prepare quotations and SITTTSL007A Process travel related documentation.
**SITTTSL012A CONSTRUCT DOMESTIC AIRFARES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to construct air itineraries and cost airfares correctly for domestic air travel. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

**Nominal Hours:** 35

**Required Reading:** Australian Airfares & Ticketing. Australian Federation of Travel Agents Limited (AFTA) (2007) Australian Travel Professional Program/Australia

**Assessment:** Students are required to do classroom activities, tests.

**SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost normal international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in SITTTSL009A Process travel related documentation.

**Nominal Hours:** 40

**Required Reading:** International Fares and Ticketing - Standard. Australian Federation of Travel Agents Limited (AFTA) (2006) Australian Travel Professional Program/Australia

**Assessment:** Students are required to do classroom activities, tests.

**SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES**

**Locations:** Werribee, Industry.

**Prerequisites:** SITTTS013A - CONSTRUCT NORMAL INTERNATIONAL AIRFARES

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost promotional or 'special' international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

**Nominal Hours:** 40

**Required Reading:** International Promotional Fares Australian Federation of Travel Agents Limited (AFTA) (2007) Australian Federation of Travel Agents Limited (AFTA)/Australia

**Assessment:** Students are required to do classroom activities, tests.

**SITTTSL016A ADMINISTER BILLING AND SETTLEMENT PLAN**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to administer a billing and settlement plan (BSP) for any tourism organisation involved in the sale and ticketing of airfares. It requires the ability to compile all information and documentation for air ticket sales and to lodge and report payments with accuracy.

**Nominal Hours:** 20

**Required Reading:** BSP Kit. IATA (2007) IATA/Australia

**Assessment:** Students are required to do tests.

**SITTVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide visitors with information on the venue's facilities and services.

**Nominal Hours:** 20


**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXADM001A PERFORM OFFICE PROCEDURES**

**Locations:** Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to complete a range of routine office procedures and activities, including writing simple correspondence.

**Nominal Hours:** 20


**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXADM003A WRITE BUSINESS DOCUMENTS**

**Locations:** Werribee, Sunbury, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to produce a range of business documents expressing complex ideas and requiring varying and complex formats, e. g. formal reports.

**Nominal Hours:** 25

**Required Reading:** No required reading.

**Assessment:** Traineeship: This unit is also delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example perform a range of routine office procedures and activities, including writing simple correspondence.
SITXADM004A PLAN AND MANAGE MEETINGS

**Locations:** Footscray Nicholson, Sunbury, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to plan and conduct structured meetings involving multiple participants. It requires the ability to write and distribute agendas, chair meetings and write minutes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Assignments, presentations, case studies, direct observations, and role plays.

SITXCCS001A PROVIDE VISITOR INFORMATION

**Locations:** Footscray Nicholson, Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide visitors with general information about a local area.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example provide visitor information proactively in a range of industry contexts. It requires the ability to provide quality customer service while identifying specific customer needs.

SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE

**Locations:** Footscray Nicholson, Werribee, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and upselling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards systems, databases, etc.

**Nominal Hours:** 40

**Required Reading:** For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". No required text for Tourism courses. The Road to hospitality, skills for the new professional. O'Shannessy, V. Minnett, D. (2008). Australia: Pearson

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE

**Locations:** Footscray Nicholson.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage customer service quality in a range of service industry workplaces. It requires the ability to develop and monitor management strategies to enhance and oversee the delivery of quality customer service.

**Nominal Hours:** 30

**Required Reading:** The Road to hospitality, skills for the new professional. O’Shannessy, V. Minnett, D. (2008). Australia: Pearson

**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of industry projects managed by the candidate to enhance service delivery in a given operation; evaluation of projects managed by the candidate to create, market and deliver a tourism or hospitality service; case studies to address specific service delivery issues in different workplace contexts; oral or written questions to assess knowledge of quality assurance concepts and principles; review of portfolios of evidence and third party workplace reports of on the job performance by the candidate. Holistic assessment with other units relevant to the industry sector.

SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS

**Locations:** Footscray Nicholson, Werribee, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the service industries. This is a core unit underpinning all other units involving interaction with colleagues and customers. Key required skills and knowledge for this role include meeting personal presentation standards, establishing rapport with customers, determining and addressing customer needs and expectations, dealing with complaints, working in teams and using appropriate communication techniques and mediums.

**Nominal Hours:** 25

**Required Reading:** For Tourism courses, the text will be "The road to tourism, skills for the new professional". For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". The Road to Tourism, Skills for the New Professional O’Shannessy V, Minnett D, Hyde G. (2008). 2nd Ed. Pearson Education, Australia The Road to hospitality, skills for the new professional. O’Shannessy, V. Minnett, D. (2008). Australia: Pearson

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace. Academy Sakitel: A range of assessment methods will be used to assess practical skills and knowledge, including: direct observation of the candidate carrying out work tasks involving dealing with customers and colleagues; role-plays about communication situations and dealing with complaints and misunderstandings; review of simple messages written by the candidate for various situations; questions about effective communication and personal presentation; review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

**Locations:** Footscray Nicholson, Werribee, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to be culturally aware when serving customers and working with colleagues from diverse backgrounds. It requires the ability to communicate with people of different social and cultural backgrounds with respect and sensitivity and address cross-cultural misunderstandings.

**Nominal Hours:** 20

**Required Reading:** For Tourism courses, the text will be "The road to tourism, skills for the new professional". For Hospitality courses, the text will be "The road to hospitality, skills for the new professional". The road to tourism, skills for the new professional. O’Shannessy, V. Minnett, D, Hyde, G. (2008). (2nd Ed.) Australia: Pearson Ed The road to hospitality, skills for the new professional. O’Shannessy, V. Minnett, D. (2008). Australia: Pearson Ed

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace. Academy Sakitel: A range of assessment methods will be used to assess practical skills and knowledge required to communicate with culturally diverse customers and colleagues, including: observation, case studies or projects, questions about cultural values and differences and effective communication and problem solving techniques, written and oral questioning or interview to test knowledge of EEO and anti discrimination legislative issues and workplace policies, review of portfolios of evidence and third party...
workplace reports of on the job performance by the candidate.

**SITXCOM003A  DEAL WITH CONFLICT SITUATIONS**

**Locations:** Footscray Nicholson, Sunbury, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to resolve conflict situations with customers and colleagues. It also describes the resolution of escalated complaints. The unit covers the conflict resolution skills required to address conflicts that may arise in day to day work situations. It does not cover formal negotiation, counselling or conducting mediation.

**Nominal Hours:** 20

**Required Reading:** For Tourism courses, the text will be “The road to tourism, skills for the new professional”. For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”. Traineeship: Workbooks will be provided to trainees as part of their training. The Road to Tourism, Skills for the New Professional O'Shanessy V, Minnett D, Hyde G. (2008).  2nd Ed. Australia: Pearson Ed The Road to hospitality, skills for the new professional. O'Shanessy, V. Minnett, D. (2008). Australia: Pearson Ed

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Academy Saiteil: A range of assessment methods will be used to assess practical skills and knowledge, including: - direct observation of the candidate demonstrating complaint handling or negotiation skills, either in the workplace or through role-plays - case studies to analyse and resolve conflict situations arising in various work contexts - written or oral questions to assess underpinning theories related to conflict resolution - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXCOM004A  COMMUNICATION ON THE TELEPHONE**

**Locations:** Wernibbe, Industry.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

**Nominal Hours:** 5

**Required Reading:** Retail & Hospitality Traineeship: Workbooks will be provided to trainees as part of their training. The road to tourism, skills for the new professional. O’Shanessy, V. Minnett, D. (2008). (2nd Ed). Australia: Pearson

**Assessment:** This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate their competence to the traineeship assessor via oral questions and written tasks they can for example communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

**SITXCOM006A  ADDRESS PROTOCOL REQUIREMENTS**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to address protocol requirements in a broad range of business activities. The unit focuses on basic research skills to acquire a knowledge and understanding of protocol requirements within diverse business, social and cultural contexts, as well as the ability to use that knowledge in a practical workplace context.

**Nominal Hours:** 25

**Required Reading:** Events Management: For Tourism, Cultural Business and Sporting Events. Lynn Van Der Wagan. (2008). 3rd Ed. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXENV001A  PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES**

**Locations:** Footscray Nicholson, Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to participate in environmentally sustainable work practices. It requires the ability to measure self-usage of resources effectively, follow predetermined environmentally sustainable work practices, identify and report on breaches and suggest improvements to work activities that will contribute to environmental sustainability and reduce negative environmental impacts.

**Nominal Hours:** 20

**Required Reading:** No required text.

**Assessment:** Observation, demonstration, questioning, written assignment.

**SITXEVT001A  DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to develop and update general knowledge of the events industry, including industry structure, legal issues and current technology. This knowledge underpins effective performance in all meeting and event organisation and management roles.

**Nominal Hours:** 25


**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXEVT002A  PROVIDE EVENT STAGING SUPPORT**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues.

**Nominal Hours:** 30

**Required Reading:** Events Management: For Tourism, Cultural Business and Sporting Events. Lynn Van Der Wagan. (2008). 3rd Ed. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXEVT003A  PROCESS AND MONITOR EVENT REGISTRATIONS**

**Locations:** Footscray Nicholson, Footscray Park, Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to process and monitor registration for any type of event.

**Nominal Hours:** 60

**Required Reading:** Events Management: For Tourism, Cultural Business and Sporting Events. Lynn Van Der Wagan. (2008). 3rd Ed. Pearson Education Australia

**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

**SITXEVT004A  COORDINATE ON SITE EVENT REGISTRATIONS**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to prepare for and undertake the onsite registration of delegates or participants at an event.
Nominal Hours: 40
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT005A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS
Locations: Footscray Nicholson, Industry, Other.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to organise in-house events or functions from the perspective of an individual working within a commercial venue. The skills required by independent event organisers are covered in other Events units.
Nominal Hours: 40
Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEVT007A DETERMINE EVENT FEASIBILITY
Descriptions: This unit describes the performance outcomes, skills and knowledge required to assess the viability of a proposed complex event comprising multiple components, and to develop recommendations and models for its future planning and operation.
Nominal Hours: 50
Required Reading: No required text.
Assessment: Observation, event documentation and reports, written/oral questions, customer feedback, presentation, evaluation of an event organised, portfolio.

SITXEVT008A PLAN AND DEVELOP EVENT PROPOSALS AND BIDS
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to plan and develop proposals and bids for the staging of complex events comprising multiple components.
Nominal Hours: 40
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, prepare an event bid.

SITXEVT009A DEVELOP EVENT CONCEPTS
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop the overall concept, theme and format for a complex event comprising multiple components. Event bids and proposals are covered in unit SITXEVT008A Plan and develop event proposals and bids. The unit also shares some similarities with SITXEVT014A Develop conference programs, but is broader in application.
Nominal Hours: 30
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, prepare an event concept and/or presentations.

SITXEVT010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to assess the regulatory requirements that impact on a complex event comprising multiple components, and to incorporate appropriate responses into event planning and management.
Nominal Hours: 40
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEVT011A DEVELOP CROWD CONTROL PLANS AND PROCEDURES
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop plans and procedures for the admittance, seating and dispersal of crowds. It includes procedures for emergency situations.
Nominal Hours: 30
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, participate in a live event.

SITXEVT012A SELECT EVENT VENUES AND SITES
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake the venue or site selection process for a complex event comprising multiple components.
Nominal Hours: 35
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEVT013A MANAGE EVENT STAGING
Locations: Sunbury.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.
Nominal Hours: 40
Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia
Assessment: Students are required to do assignments, classroom activities, and conduct a live event.
SITXVTO14A  DEVELOP CONFERENCE PROGRAMS

Locations: Sunbury.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop conference programs.

Nominal Hours: 30

Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed. ) Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, conduct a live event.

SITXVTO16A  ORGANISE AND MONITOR EVENT INFRASTRUCTURE

Locations: Sunbury.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate infrastructure and facilities for a complex event comprising multiple components, where these do not already exist at a venue or site.

Nominal Hours: 40

Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed. ) Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, conduct a live event.

SITXVTO17A  PROVIDE ON SITE EVENT MANAGEMENT SERVICES

Locations: Sunbury.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate the final preparation and setup of a complex event comprising multiple components and to manage all aspects of the onsite operation.

Nominal Hours: 60

Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed. ). Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, and conduct a live event.

SITXFIN001A  PROCESS FINANCIAL TRANSACTIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to process simple financial transactions in a range of workplace contexts. Cash and other types of transactions are included in the unit.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Students are required to complete assignments, classroom activities, test and worksheets.

SITXFIN002A  MAINTAIN FINANCIAL RECORDS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to maintain accurate financial records in a range of business contexts.

Nominal Hours: 60

Required Reading: No required text.

Assessment: Students may be required to do assignments, classwork, tests, projects.

SITXFIN003A  INTERPRET FINANCIAL INFORMATION


Descriptions: This unit describes the performance outcomes, skills and knowledge required to interpret the types of financial information used by operational supervisors and managers in their day to day work activities. The unit focuses on understanding key financial terminology, different types of financial reports and on how financial information is used in the management of a business.

Nominal Hours: 60


Assessment: Students are required to complete assignments and tests. Academy Sofitel: A range of assessment methods will be used to assess practical skills and knowledge, including: -case studies that allow the candidate to report on business performance through analysis of financial reports -oral or written questions to assess knowledge and understanding of accounting concepts and terminology -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN004A  MANAGE FINANCES WITHIN A BUDGET

Locations: Footscray Nicholson, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. The skills and knowledge for budget development are found in unit SITXFIN005A Prepare and monitor budgets.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of financial reports detailing financial performance of projects or activities conducted by the candidate -evaluation of reports produced by the candidate detailing the processes undertaken to manage finances within a budget -case studies and problem solving to assess application of the principles of budget management to different situations -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXFIN005A  PREPARE AND MONITOR BUDGETS

Locations: Footscray Nicholson, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to prepare and monitor budgets. It builds on the skills in unit SITXFIN004A Manage finances within a budget. While the nature of the budget may vary, the unit focuses on the key managerial skills of analysing financial information to inform developing a budget, drafting a budget and monitoring budget performance over time. This unit requires researching and analysing financial and other business information and applying it to budget planning, development, negotiation and monitoring. It requires sound knowledge of accounting principles, budget development methods, and presentation formats for different types of budget.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of budgets versus financial performance of projects
managed by the candidate - evaluation of reports produced by the candidate detailing the processes undertaken to develop a budget - direct observation of the candidate providing a briefing or negotiating on a proposed budget - case studies and problem solving to assess application of the principles of budget preparation and evaluation to different situations - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXFIN006A  OBTAIN AND MANAGE SPONSORSHIP**

**Locations:** Sunbury.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for an activity, event or other organisational activity.

**Nominal Hours:** 30

**Required Reading:** Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia

**Assessment:** Students are required to do assignments, classroom activities, obtain sponsorship for a live event.

**SITXFIN007A  MANAGE PHYSICAL ASSETS**

**Locations:** Footscray Nicholson, Sunbury, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It includes a focus on establishing strategies, systems and procedures for asset maintenance and monitoring, as well as financing asset acquisition.

**Nominal Hours:** 40


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: - case studies - evaluation of industry projects conducted by the candidate to address the compliance requirements. The unit does not cover the specialist skills and knowledge required by legal experts or managers whose primary role relates to compliance.

**SITXFIN008A  MANAGE FINANCIAL OPERATIONS**

**Locations:** Footscray Nicholson, Sunbury, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to manage day to day financial operations of a small organisation, a department within a larger organisation or a complex project. The unit is not intended to cover detailed specialist accounting skills that are undertaken by qualified accountants or financial controllers, but does include the awareness of accounting issues and concepts needed by managers for effective communication with accountants or other specialists on financial matters.

**Nominal Hours:** 75


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: - evaluation of financial reports - evaluation of financial management strategies - case studies and problem solving - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXSA001A  IMPLEMENT FOOD SAFETY PROCEDURES**

**Locations:** Footscray Nicholson, Industry, Other.

**Prerequisites:** SITXHS001A - FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.

**Nominal Hours:** 40

**Required Reading:** No required reading.

**Assessment:** Students are required to complete assignments, classroom activities, case studies and/or presentations. Direct observation, oral/written test/worksheets. Traineeship: Training record book, observation, written/oral test/worksheets, portfolio/third party evidence.

**SITXSA002A  DEVELOP AND IMPLEMENT A FOOD SAFETY**

**Locations:** Footscray Nicholson, Industry.

**Prerequisites:** SITXSA001A - IMPLEMENT FOOD SAFETY PROCEDURES

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a food safety program for a range of service industry operations where food is stored, prepared, displayed, served and disposed of. It requires the ability to determine the specific program requirements for an organisation and prepare policies and procedures for other personnel to follow.

**Nominal Hours:** 50

**Required Reading:** Traineeship: Workbooks will be provided to trainees as part of their training

**Assessment:** Training record book/Industry log book, observation, written/oral test/worksheets, portfolio/third party evidence

**SITXGLO001A  DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE**

**Locations:** Footscray Nicholson, Other.

**Descriptions:** This unit applies to senior personnel and operational managers responsible for ensuring overall business compliance with legislative and regulatory requirements. The unit does not cover the specialist skills and knowledge required by legal experts or managers whose primary role relates to compliance.

**Nominal Hours:** 80


**Assessment:** A range of assessment methods will be used to assess practical skills and knowledge, including: - evaluation of reports prepared by the candidate detailing how legal issues were identified and addressed in the conduct of a particular project - evaluation of industry projects conducted by the candidate to address the compliance requirements for different workplaces - case studies that allow the candidate to address legal requirements for given situations - review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**SITXHRO001A  COACH OTHERS IN JOB SKILLS**

**Locations:** Footscray Nicholson, Werribee, Industry, Other.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide on the job coaching to colleagues. This unit has no parity with units in Training and Assessment Training Package, but reflects the situation in many
workplaces where buddy systems and on the job coaching are extremely common.

Nominal Hours: 20


Assessment: Students are required to do assignments, classroom activities, role plays, case studies and presentation. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXHRM002A RECRUIT, SELECT AND INDUCT STAFF


Descriptions: This unit describes the performance outcomes, skills and knowledge required to recruit, select and induct staff within the framework of existing human or staffing resource plans or policies. It requires the application of significant planning and organisational skills combined with sound knowledge of current recruitment, selection and induction practices.

Nominal Hours: 60


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: direct observation of the candidate conducting a number of job interviews; review of documentation prepared by the candidate detailing job specifications, advertisements and supporting correspondence of the recruitment process; evaluation of industry projects conducted by the candidate to develop job specifications and recruitment procedures for different workplaces; review of portfolios of evidence and third party workplace reports of the job performance by the candidate.

SITXHRM003A ROSTER STAFF


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of the staffing costs and service levels in a workplace or at an event for which the candidate has prepared rosters; case studies to develop rosters for typical industry working periods and different operational situations; oral or written questions to assess knowledge of specific factors affecting the design of rosters; review of portfolios of evidence and third party workplace reports of the job performance by the candidate.

SITXHRM004A MANAGE VOLUNTEERS

Locations: Sunbury.

Descriptions: This unit covers the performance outcomes skills and knowledge required to recruit and retain volunteers.

Nominal Hours: 20

Required Reading: Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia

Assessment: Students are required to do assignments, classroom activities, and manage a group of volunteers at a live event.

SITXHRM005A LEAD AND MANAGE PEOPLE


Descriptions: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams of people in the workplace, including volunteers where appropriate. The unit focuses on modelling high standards, developing commitment and managing team performance through effective leadership.

Nominal Hours: 60


Assessment: Students are required to do assignments, classroom activities.

SITXHRM006A MONITOR STAFF PERFORMANCE

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It includes the skills to conduct structured performance appraisal and formal counselling sessions.

Nominal Hours: 50


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: evaluation of reports prepared by the candidate detailing how performance management issues may have been addressed during the conduct of a team project; evaluation of industry projects conducted by the candidate to develop performance management approaches for different workplaces; role play to provide feedback and conduct a performance appraisal or formal counselling session; review of portfolios of evidence and third party workplace reports of the job performance by the candidate.

SITXHRM007A MANAGE WORKPLACE DIVERSITY

Locations: Footscray Nicholson, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to provide leadership in a diverse workplace where customers and staff are from a wide range of backgrounds. It builds on the unit SITXCOM002A Work in a socially diverse environment, and reflects the importance of managing diversity in the workplace.

Nominal Hours: 60


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: case studies to develop strategies for effectively managing diversity in different industry contexts; oral or written questions to assess knowledge of cross cultural issues and communication techniques; review of portfolios of evidence and third party workplace reports of the job performance by the candidate.

SITXHRM008A MANAGE WORKPLACE RELATIONS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage workplace relations from an industrial relations perspective.
Nominal Hours: 60


Assessment: Evaluation of reports, assignments, review of portfolios, presentations, projects.

SITXMGT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to undertake workplace planning with an operational focus.

Nominal Hours: 50


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of a plan prepared by the candidate as well as an evaluation of the implementation and evaluation phase to assess ongoing monitoring -evaluation of reports prepared by the candidate detailing the plan, how the planning process was undertaken, the ways in which implementation and evaluation of the plan were carried out and the lessons learned to inform future project planning -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXINV001A RECEIVE AND STORE STOCK

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to receive and store stock. It requires the ability to check and take delivery of stock, other than food, and to appropriately store, rotate and maintain the quality of stock items.

Nominal Hours: 10

Required Reading: No required text.

Assessment: Observation, written/oral questioning, test, workplace reports, portfolio.

SITXINV002A CONTROL AND ORDER STOCK

Locations: Footscray Nicholson, Industry, Other.

Prerequisites: SITXINV001A - RECEIVE AND STORE STOCK

SITXHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES

Descriptions: This unit describes the performance outcomes, skills and knowledge required to control and order stock. It requires the ability to process stock orders, maintain stock levels, minimise stock losses, manage stocktakcs and maintain all documents that relate to the administration of stock.

Nominal Hours: 25

Required Reading: No required text.

Assessment: Projects, stock control activities, case studies, oral/written test/ worksheets, workplace reports, portfolio.

SITXINV003A MANAGE WORK OPERATIONS

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day to day work operations within a tourism or hospitality context. As such it includes fundamental knowledge of management roles and responsibilities.

Nominal Hours: 20


Assessment: Students are required to do assignments, observation, classroom activities.

SITXINV004A DEVELOP AND IMPLEMENT A BUSINESS PLAN


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and monitor a business plan that incorporates a range of subsidiary plans or strategies.

Nominal Hours: 50


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including: -evaluation of a business plan prepared by the candidate to guide the management of a commercial or not for profit business activity, as well as evaluation of the resulting performance report also prepared by the candidate -case studies to develop specific business plans and strategies for selected business activities or projects -review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMGT003A MANAGE PROJECTS

Locations: Sunbury.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of a complex project, including project planning, monitoring and evaluation.

Nominal Hours: 60

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities and conduct a live event.

SITXMGT004A MANAGE BUSINESS RISK

Locations: Werribee.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to actively identify risks to business operations, assess the associated consequences and take measures to eliminate or control the risk. It requires the ability to monitor business risks on an ongoing basis. This unit focuses on business risk and not on the risk management strategies that a business applies to the management of OHS issues. OHS management practices are covered in separate specialised units.

Nominal Hours: 60

Required Reading: This unit has no required text.

Assessment: Students are required to complete assignments tests, projects, case studies, presentations.

SITXMGT006A DEVELOP AND CONDUCT BUSINESS RELATIONSHIPS

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage business relationships with customers or suppliers. It requires the
ability to establish and maintain business relationships, conduct formal negotiations and make and manage agreements or contracts.

Nominal Hours: 60

Required Reading: For Hospitality on campus study: The Road to hospitality, skills for the new professional. The Road to hospitality, skills for the new professional. O’Shannessy, V. Minett, D. (2008). Australia: Pearson

Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to implement predetermined OHS policies and procedures and to monitor OHS practices as a supervisory function. A systematic management approach is central to the requirement to establish and conduct business relationships, including:
-direct observation -evaluation of negotiations and business relationships -evaluation of reports -review of negotiating documents -case studies -written and oral questioning -review of portfolios of evidence

SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to follow predetermined health, safety and security procedures. It requires the ability to incorporate safe work practices into all workplace activities and to participate in the organisation’s OHS management practices.

Nominal Hours: 10

Required Reading: For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”. The Road to hospitality, skills for the new professional. O’Shannessy, V. Minett, D. (2008). Australia: Pearson

Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations. Traineeship Program On the job assessment through demonstration and observation in the workplace.

SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to apply good hygiene practices within a range of service industry operations. It requires the ability to follow predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the non-contamination of food and other items that might put customers, colleagues and self at a health risk.

Nominal Hours: 15


Assessment: Students are required to do assignments, workbook, classroom activities, tests, case studies and/or presentations. Hospitality Traineeship Program On the job assessment through demonstration and observation in the workplace.

Demonstration. Students will be required to demonstrate that they meet units elements via observation and questioning, Yes/No.

SITXOHS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS

Locations: Sunbury.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated safety risks and take measures to eliminate or control and minimise the risk. It focuses on the processes necessary to control specific workplace safety risks.

Nominal Hours: 30

Required Reading: No required reading.

Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXOHS004A IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to implement predetermined OHS policies and procedures and to monitor OHS practices as a supervisory function. A systematic management approach is central to compliance with OHS legislation which, in all Australian States and Territories, imposes obligations on all businesses whether small, medium or large, to manage the safety of their workers and anyone else in the workplace. This unit involves the implementation and monitoring of those predetermined OHS practices designed, at management level, to ensure a safe workplace.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, workbook, classroom activities, case studies and/or presentations.
SITXOHS005A  ESTABLISH AND MAINTAIN AN OHS SYSTEM

Locations: Footscray Nicholson, Industry, Other.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.

Nominal Hours: 30


Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to establish and maintain an OHS system, including: -evaluation of a portfolio -evaluation of reports -evaluation of project -evaluation of the implementation and review processes -case studies -written and oral questioning -review of portfolios of evidence

SRXFIN008A  SECURE FINANCIAL RESOURCES TO SUPPORT THE ORGANISATION

Descriptions: This unit covers the knowledge and skills required to seek and secure additional funding through sponsorship and/or income generation avenues and to manage these activities in a professional manner.

Nominal Hours: 20

Required Reading: -

Assessment: As per accredited curriculum

TDTL1998B  IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Descriptions: Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.

Nominal Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

TDTP998B  PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS

Descriptions: This unit involves the skills and knowledge required to plan and maintain warehouse layouts and inventory locations in accordance with relevant regulatory requirements and workplace procedures. This includes identifying space requirements, identifying safety and security needs, developing the required documentation system, designing storage zones, and evaluating warehouse utilisation.

Nominal Hours: 60

Required Reading: -

Assessment: As per accredited curriculum

THHGOR01B  WORK WITH COLLEAGUES AND CUSTOMERS

Descriptions: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.

Nominal Hours: 20

Assessment: Tests, assignments, presentations, portfolio, observations

THHGOR02B  WORK IN A SOCIALLY DIVERSE ENVIRONMENT

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

Nominal Hours: 20

Assessment: Tests, assignments, presentations, portfolio, observations

THHGCS02B  PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Descriptions: This unit deals with the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity. It applies to those employees who deal with customers and whose job provides the opportunity to promote products and services and to ascertain changes in customer preferences eg. waiters, housekeepers, attraction attendants, receptionists.

Nominal Hours: 45

Required Reading: -

Assessment: Tests, assignments, presentations, portfolio, observations

THHGCS03B  DEAL WITH CONFLICT SITUATIONS

Descriptions: Identify conflict situations; Resolve conflict situations; Respond to customer complaints.

Nominal Hours: 20

Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA09B  MANAGE PROJECTS

Descriptions: This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality industry environment. Managers and team leaders would generally undertake this role. This unit does not reflect the skills required by operational staff.

Nominal Hours: 60

Assessment: Tests, assignments, presentations, portfolio, observations

THHHCO01B  DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Locations: Footscray Park, Industry.

Descriptions: Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.
This includes defining the objectives of the required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources, and completing all required documentation.

Nominal Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIA5807A  MANAGE FACILITY AND INVENTORY REQUIREMENTS

Descriptions: This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing an inventory system; designing storage zones; and evaluating facility utilisation.

Nominal Hours: 130
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLII1807B  MANAGE CUSTOMER SERVICE

Descriptions: This unit involves the skills and knowledge required to manage customer service. It includes planning to meet internal and external customer requirements; ensuring delivery of quality products/services; and monitoring, adjusting and reporting customer service.

Nominal Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TIL2007C  DEVELOP AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Descriptions: This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and distribution enterprises in accordance with relevant regulatory requirements and workplace procedures, including planning and developing operational procedures, monitoring the implementation of the operational procedure(s), and evaluating the implementation of operational procedures.

Nominal Hours: 40
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TIL5507A  MANAGE A SUPPLY CHAIN

Descriptions: This unit involves the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.

Nominal Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.
TLIP407C  DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN

Descriptions: This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport, storage and distribution industries in accordance with relevant regulatory requirements and workplace procedures. This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.

Nominal Hours: 150

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIP807C  MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT

Descriptions: This unit involves the skills and knowledge required to manage a transport and distribution business unit in accordance with relevant regulatory requirements and workplace procedures. This includes identifying the market for the business unit, setting transport and distribution business unit objectives, collecting information for business planning operations, establishing the resources required to achieve objectives, and managing business unit performance to achieve the required outcomes.

Nominal Hours: 100

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIQ207C  SET AND ACHIEVE A BUDGET

Descriptions: This unit involves the skills and knowledge required to set and achieve a workplace budget in accordance with relevant regulatory requirements and workplace procedures. This includes planning the budget requirements, monitoring the budget and taking appropriate corrective action, monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.

Nominal Hours: 40

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIR307C  NEGOTIATE A CONTRACT

Descriptions: This unit involves the skills and knowledge required to contract transport and distribution services in accordance with relevant regulatory requirements and workplace procedures. This includes negotiating the contract with a contractor, finalising the contract negotiations, and completing all enterprise contract requirements.

Nominal Hours: 60

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIR507A  MANAGE A CONTRACT

Descriptions: This unit involves the skills and knowledge required to manage a contract. It includes confirming contract requirements; establishing a contract management system; and monitoring and evaluating the contract.

Nominal Hours: 150

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIR607A  DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES

Descriptions: This unit involves the skills and knowledge required to develop, implement and review an organisation’s purchasing strategies. It includes determining, developing and implementing purchasing strategies, evaluating these and implementing improvements.

Nominal Hours: 80

Required Reading: -

Assessment: Assignments, classroom, tests, projects, case studies and/or presentation.

TLIY1508A  ESTABLISH SUPPLY CHAINS


Descriptions: This unit covers the competency required to establish and develop a strategy and model for supply chain management. The establishment and development of supply chains in the materiel system are an integral support to the stated capability requirement. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Nominal Hours: 20

Required Reading: No required text

Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

VBP113  INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS

Descriptions: A broad knowledge of the history and structure of the transport, distribution and logistics industry in order to understand its current operations.

Nominal Hours: 30

Required Reading: -

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

VBP114  SUPPLY CHAIN PRINCIPLES

Descriptions: An understanding of the production supply chain and the functions of the transport, distribution and logistics industries have within its overall operations.

Nominal Hours: 60

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP115  INTRODUCTION TO WAREHOUSE OPERATIONS

Descriptions: A broad understanding of the range of functionality of Warehousing and Distribution Centre operations and their links to transport operations.

Nominal Hours: 60

Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP116 INTRODUCTION TO TRANSPORTATION PRINCIPLES
Descriptions: A broad understanding of Transport Operations including different transport modes available for local, national and international transportation of goods, including basic knowledge of regulations, restrictions and load planning associated with transporting goods.
Nominal Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP117 LOGISTICS BUDGETING PRINCIPLES
Descriptions: Broad understanding and skills of Logistic Budgeting cost elements, including the principles of productivity measuring techniques and costs associated with logistics operations.
Nominal Hours: 40
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES
Descriptions: Knowledge of the types of dangerous goods and hazardous substances, handling methods and procedures, understanding of the legislative and regulatory requirements, for safely transporting and storing dangerous goods and hazardous substances.
Nominal Hours: 20
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP158 INDUSTRIAL AND PERFORMANCE MANAGEMENT
Descriptions: An understanding of the purpose and procedures involved in the legislative requirements regulating the employment relationship, the performance management and appraisal process, including the ability to prepare for the appraisal interview and to understand rosters in accordance with regulatory and workplace requirements.
Nominal Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP159 CAREER PLANNING AND JOB SEEKING SKILLS
Descriptions: Ability to source vacancies and prepare job applications, and referees as well as prepare for, and undertake employment interviews.
Nominal Hours: 20
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION
Descriptions: This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.
Nominal Hours: 60
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES
Descriptions: This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.
Nominal Hours: 60
Required Reading: Class notes provided by specialist teacher
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT
Descriptions: This unit covers the knowledge and skills required to manage business in a global market. It also covers the knowledge and skills required to analyse global and national variables and factors that impact on the markets; evaluate effective leadership styles; theories and practices for organizational effectiveness and efficiency; analyse the legal, regulatory and compliance requirements together with risk control strategies; investigate strategic planning and implementation strategies to achieve organizational goals in an international market.
Nominal Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations

VBP165 RESEARCH AND REPORT ON AN IMPORT AND EXPORT VENTURE
Descriptions: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.
Nominal Hours: 60
Required Reading: Marketing and promoting your business Birt, Ian et al. (2004) Australia: Pearson Ed
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Locations</th>
<th>Descriptions</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP166</td>
<td>REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS</td>
<td>Footscray Nicholson, Industry.</td>
<td>This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.</td>
<td>80</td>
<td>No required text</td>
<td>Assessment may be class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VBP167</td>
<td>ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP</td>
<td>Footscray Nicholson.</td>
<td>This unit covers the knowledge and skills required to establish and maintain an effective international trading relationship with a selected country or region. It includes investigating the socio-economic, cultural and political factors of a selected country or region, and analyzing their impact on business infrastructure, trading characteristics and investment opportunities. This unit also covers the knowledge and skills required to apply culturally appropriate communication styles to an international trading relationship.</td>
<td>80</td>
<td>International Marketing. Kleindl, Brad. (2007). Singapore: Thomson South Western.</td>
<td>Assessment may be class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VBP168</td>
<td>REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION</td>
<td></td>
<td>This unit covers the knowledge and skills required to review the business culture and behaviour norms and practices of selected country or region to enhance trade capabilities and complement language studies.</td>
<td>15</td>
<td>No required text</td>
<td>Assessment may be class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VBP335</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY</td>
<td></td>
<td>This unit covers the knowledge and skills required to research and analyse components of the public relations industry that contribute to problem solving, situational analysis, strategic planning and setting objectives. It includes the knowledge and skills required to understand industry ethical/legal issues and processes of management communications in that context.</td>
<td>100</td>
<td>No required text</td>
<td>Assessment may be class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VBP336</td>
<td>DEVELOP STRATEGIC PR WRITING</td>
<td></td>
<td>This unit describes the skills and knowledge required to develop strategic PR writing material for targetted external and internal publics.</td>
<td>50</td>
<td>No required text</td>
<td>Assessment may be class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VU20067</td>
<td>MANAGE AND RESEARCH IMPORT AND EXPORT VENTURE</td>
<td>Footscray Nicholson.</td>
<td>This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.</td>
<td>60</td>
<td>No required text</td>
<td>Assessment may include class work, project work, assignments, topic tests and presentations.</td>
</tr>
<tr>
<td>VU20069</td>
<td>MANAGE ECONOMIC TRENDS IN THE GLOBAL MARKET</td>
<td>Footscray Nicholson.</td>
<td>This unit describes the performance, skill and knowledge required to manage economic trends by analysing data from global markets.</td>
<td>60</td>
<td>No required text</td>
<td>Assessment may include class work, project work, assignments, topic tests and presentations.</td>
</tr>
</tbody>
</table>
SCHOOL OF FINANCE AND LIBRARY

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

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

COURSE IN ASSESSMENT OF INFORMAL LEARNING
Course Code: 21812/VIC
Campus: City King St, Industry.

About this course: Learners who attain the unit of competency in the course Assess informal learning will have acquired the skills and knowledge to assign a level of complexity of learning gain using an appropriate assessment methodology.

Course Objectives: Development of VET practitioner skill base, specifically to enable exercising professional judgement in establishing and describing a learning gain with the learner and assigning a level of complexity relevant to the skill level.

Careers: Skills Assessor
Course Duration: 0.5 years
Admission Requirements Other: Employer referral
Selection Processes: Employer Choice

COURSE IN ASSESSMENT OF INFORMAL LEARNING
Course Code: 21812/VIC
Campus: City King St, Industry.

About this course: Learners who attain the unit of competency in the course Assess informal learning will have acquired the skills and knowledge to assign a level of complexity of learning gain using an appropriate assessment methodology.

Course Objectives: Development of VET practitioner skill base, specifically to enable exercising professional judgement in establishing and describing a learning gain with the learner and assigning a level of complexity relevant to the skill level.

Careers: Skills Assessor
Course Duration: 0.5 years
Admission Requirements Other: Employer referral
Selection Processes: Employer Choice

Prerequisite Unit Requirements: It is expected that participants hold the following competencies from the Training and Assessment training package or are able to demonstrate equivalent competencies: TAAASS401A Plan and organise assessment TAAASS402A Assess competence TAAASS404A Participate in assessment validation

Course Structure To obtain a Statement of Attainment indicating achievement of the course, successful completion of the unit of competency is required. Core Unit

CERTIFICATE II IN LIBRARY/INFORMATION SERVICES
Course Code: CUL20104
Campus: Footscray Nicholson, Other, Campus and Flexible Delivery options.

About this course: The course is to reflect the role of individuals who perform a range of mainly routine tasks and who work under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs. In many contexts this qualification provides a pathway to higher level qualifications. It is also suitable for VET in Schools delivery. To achieve the Certificate II in Library/Information Services 8 units; 7 core and 1 elective unit from any relevant endorsed training package at Certificate II level.

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

Careers: Library Attendant or further study
Course Duration: 3 months
Selection Processes: Direct Entry Interview Written Application
Course Structure: The course is a minimum of 3 months full-time or part-time equivalent.

Core Units of Study

Elective Units of Study

PLUS one other unit offered in Certificate II or III level from the Museum and Library/Information Services Training Package of at least 40 hours or another training package at equivalent level.

CERTIFICATE II IN MUSEUM PRACTICE
Course Code: CUL20204
Campus: On-line.

Course Objectives: Provide stability and growth opportunities within the growing Library and Museums sectors.

Careers: This qualification is designed to reflect the role of individuals who perform a range of mainly routine tasks in the Museum industry and who work under direct supervision.

Course Duration: 0.5 years
Selection Processes: Direct Entry Employer Choice Written Application
Course Structure: Students must successfully complete 4 core units and 3 electives.

CULLBO01B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
BSBCM205A USE BUSINESS TECHNOLOGY 30
CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40
CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30
CULLB206C ASSIST WITH CIRCULATION SERVICES 15

CERTIFICATE III IN LIBRARY/INFORMATION SERVICES
Course Code: CUL30104
Campus: Footscray Nicholson, On-line, Other, Campus and Flexible Delivery options.

About this course: The aim of the course is to reflect the role of individuals who work in libraries/information services and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations.

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

Careers: Library Attendant or further study
Course Duration: 0.5 years
Selection Processes: Direct Entry Interview Written Application

Course Structure: Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. To achieve the Certificate III of Library/Information Services 12 units; 9 Core and 3 elective units. If taken from outside this package, the remaining units may be from any relevant endorsed training package at Certificate III level. Core Units of Study

CULLB001B  DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
CULSAF01B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUECOR03A  PROVIDE QUALITY SERVICE TO CUSTOMERS 20
CULLB203C  DEVELOP AND USE INFORMATION LITERACY SKILLS 40
BSBCM205A  USE BUSINESS TECHNOLOGY 30
CULLB205C  PROCESS AND MAINTAIN INFORMATION RESOURCES 30
CULLB206C  ASSIST WITH CIRCULATION SERVICES 15
CULLB307C  USE MULTIMEDIA 30
CULLB302C  USE CATALOGUING TOOLS 40

Elective Units of Study

CULLB004B  PROCESS INFORMATION RESOURCE ORDERS 40
ICAITU006C  OPERATE COMPUTING PACKAGES 60
CULLB602C  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50

Diploma of Library/Information Services (I)

Course Code: CUL50104

Campus: Footscray Nicholson.

About this course: Develops the role of individuals who carry out work as a Library Technician in Library and Information Agency settings. Library Technicians perform and assist in coordinating activities for operation and their maintenance of library systems. Library Technicians exercise judgement in dealing with a range of specialist tasks and problems for established standards, practices and procedures in Library and Information Agency settings.

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

Careers: Library Technician

Course Duration: 2 years

Selection Processes: Direct Entry VTAC Written Application

Course Structure: Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education. This course is offered as both a government funded and Full Fee course. To achieve a Diploma of Library/Information Services 18 units; 10 Core and 8 elective units. If taken from outside this package, the remaining units may be from any relevant endorsed training package at Diploma level. Core Units of Study

CUEOHS01B  IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
BSBCM503B  MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 30
CULLB602C  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
CULLB412C  UNDERTAKE CATALOGUING ACTIVITIES 100
CULLB506C  CATALOGUE AND CLASSIFY MATERIAL 100
CULLB002B  OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
CULLB003B  RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
CULLB508C  MONITOR AND ENHANCE INFORMATION ACCESS 50
CULLB509C  SELECT AND ACQUIRE INFORMATION MATERIALS 50
TAADE402B  FACILITATE GROUP BASED LEARNING 20

Elective Units of Study

CULLB510C  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
CULMS509B  IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES 50
CULMS556C  PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60
BSBCM406A  MAINTAIN BUSINESS TECHNOLOGY 40
ICPMMA506A  CREATE WEB PAGES WITH MULTIMEDIA 50
TAAASS401B  PLAN AND ORGANISE ASSESSMENT 10
TAAASS402B  ASSESS COMPETENCE 15
TAAASS403B  DEVELOP ASSESSMENT TOOLS 30
CULLB203C  DEVELOP AND USE INFORMATION LITERACY SKILLS 40
CULLB205C  PROCESS AND MAINTAIN INFORMATION RESOURCES 30
CULLB206C  ASSIST WITH CIRCULATION SERVICES 15
BSBCM205A  USE BUSINESS TECHNOLOGY 30
CUECOR03A  PROVIDE QUALITY SERVICE TO CUSTOMERS 20
ICAITU006C  OPERATE COMPUTING PACKAGES 60
CULLB307C  USE MULTIMEDIA 30
CULLB401C  ASSIST CUSTOMERS TO ACCESS INFORMATION 40
BSBFLM404A  LEAD WORK TEAMS 50
CULLB001B  DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

Advanced Diploma of Library/Information Services

Course Code: CUL60104

Campus: Footscray Nicholson.

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

Careers: Supervising Library Technician

ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL60104

Campus: Footscray Nicholson.

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

Careers: Supervising Library Technician

353
CERTIFICATE IV IN FINANCIAL SERVICES
Course Code: FNS40107


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

Careers: Branch Manager within Credit Unions, Building Societies and Mortgage Organisations, Team Leader in the Retail Financial Services sector.

Course Duration: 0.5 years

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

Selection Processes: Direct Entry Written Application

Course Structure To attain a FNS40107 Certificate IV in Financial Services 13 units must be achieved: 4 industry core units, plus 9 elective units. Core Units of Study

- FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Elective Units of Study Nine units of study must be selected as follows: All nine units of study must be selected from the list of electives in the Financial Services Training Package FNS4. Up to 1 elective unit may be chosen from Certificate III level and up to 2 of the 9 elective units may be chosen from Diploma level. Up to 3 elective units may be selected from other endorsed Training Packages in accordance with other packaging guidelines for this qualification. The choice of electives should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet. If Tier 2 ASIC compliance is sought, the ASIC aligned units FNSICGEN301B and FNSICGEN302B must be selected. These two units are aligned to AQF levels III and IV. For further information regarding these courses, contact the School at financialservices@vu.edu.au.

- FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
- FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
- FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
- FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

To meet the regulatory requirements under the new Tax Agent Services Act for bookkeepers. This course is designed for people seeking a career as a professional bookkeeper. They can be working as a contract or permanent paid bookkeeper under the direction of a tax agent/public accountant for a bookkeeping business or franchise, or in their own bookkeeping business.

Careers: Contract Bookkeeper; Permanent Paid Bookkeeper.

Course Duration: 0.5 years

Admission Requirements Mature Age: See other.

Admission Requirements Other: There are no formal entry requirements to this course. Applicants must be able to demonstrate to the satisfaction of the School that they are capable of successfully completing the course.
Diploma of Financial Services (I)

Course Code: FNS50107

Campus: Footscray Nicholson, Other.

About this course: Develops workplace knowledge and skills in managing customer/client services, financial and business processes, advisory and distribution services in a branch or section within the retail financial services sector.

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

Careers: When you graduate with the Diploma, you will be qualified to work in customer service, financial services or as a team leader in retail financial services.

Course Duration: 1 year

Selection Processes: Direct Entry VTAC

Course Structure: To attain a Diploma of Financial Services 21 units must be achieved: 4 industry core units, plus 7 sectoral core units, plus 6 elective units. Core units:

- FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30
- FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
- FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
- FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25

Sectoral Core Units: FNSBKPG401A DEVELOP AND IMPLEMENT POLICIES AND PRACTICES RELEVANT TO BOOKKEEPING ACTIVITIES 30
- FNSBKPG402A ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM 40
- FNSBKPG403A CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENT TASKS 40
- FNSBKPG405A ESTABLISH AND MAINTAIN A PAYROLL SYSTEM 35
- FNSACCT405B PREPARE FINANCIAL STATEMENTS 60
- FNSACCT406B MAINTAIN ASSET AND INVENTORY RECORDS 30

Elective Units:
- FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS 50
- FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80

Diploma of Accounting (I)

Course Code: FNS50204

Campus: Footscray Nicholson, St Albans, Werribee.

About this course: Develops workplace knowledge and skills in bookkeeping and accounting related roles. On successful completion of the Diploma students can continue on to study the Advanced Diploma of Accounting.

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

Careers: Assistant Accountant, Bookkeeper, Office Manager, Administration Manager or Budget Officer.

Course Duration: 1 year

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

Selection Processes: Direct Entry VTAC Written Application

Course Structure: To attain a Diploma of Accounting 17 units must be achieved: 4 industry core units, plus 5 prerequisite units common to Certificate III in Financial Services (Accounts Clerical), plus 5 sectoral core units, plus 3 elective units; according to the qualification requirements in the Financial Services (FNS504) training package.

Core Units of Study
- BSB1A401A PREPARE FINANCIAL REPORTS 50
- BSB1A301A MAINTAIN FINANCIAL RECORDS 60
ADVANCED DIPLOMA OF FINANCIAL SERVICES (I)
Course Code: FNS60104
Campus: Footscray Nicholson.

About this course: Provides skills and knowledge in organisational processes, compliance activities, financial systems and records, financial plans and operations and business performance

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

Careers: Financial Services Professional/Manager

Course Duration: 1 year

Selection Processes: Direct Entry VTAC

Course Structure: To attain an Advanced Diploma of Financial Services 18 units must be achieved: 4 industry core units, plus5 prerequisite units common to the Diploma of Accounting, plus1 sectoral core unit, plus7 elective units

Core Units of Study
- FNSACCT604B  PREPARE COMPLEX TAX RETURNS AND LODGEMENTS 60
- FNSACCT602B  AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS 40

Elective Units of Study
- FNSACCT601B  PREPARE COMPLEX TAX RETURNS AND LODGEMENTS 60
- FNSACCT602B  AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS 40

Upon successful completion of the Diploma of Accounting, or equivalent, students are eligible to apply for entry into Stage 2 - Advanced Diploma of Accounting FNS60204.
**Certificate IV in Training and Assessment**

**Course Code:** TAA40104

**Campus:** City King St, Newport, Industry.

**About this course:** This course is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment.

**Course Objectives:** To provide skills and knowledge to enter into a career as a trainer and/or assessor.

**Careers:** For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment.

**Course Duration:** 3 months

**Selection Processes:** Direct Entry Employer Choice

**Course Structure:** Learners are required to complete 14 units: 12 core units plus 2 elective units. The course is delivered by 2 Schools: School of Finance and Library. The School offers the course delivered over 6 days over 3 weeks. In addition to attending training, students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. Contact the School on (03) 9919 7888 for more information. Centre for Innovation in Learning and Teaching. The course is offered in 3 parts over 16 weeks at 1 day per week. It is also offered over a number of Saturdays and weekday evenings. In addition to attending training, students will be required to undertake research and project work. Contact the Centre on (03) 9919 8379 for more information. The School offers 2 options: courses of study from the Training and Assessment Package to meet individual needs. Participants who hold the BSZ40198 Certificate IV in Assessment and Workplace Training, and who are currently involved in training, can choose Option Two to upgrade their qualification.

**Option One:** Certificate IV in Training and Assessment

**Core Units of Study**

- TAAENV401B WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10
- TAAENV402B FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE 10
- TAAENV403B ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT 10
- TAADES401B USE TRAINING PACKAGES TO MEET CLIENT NEEDS 20
- TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS 20
- TAADL401B PLAN AND ORGANISE GROUP-BASED DELIVERY 20
- TAADL402B FACILITATE INDIVIDUAL LEARNING 15
- TAADL403B FACILITATE WORK BASED LEARNING 15
- TAAASS401C PLAN AND ORGANISE ASSESSMENT 10
- TAAASS402C ASSSS COMPETENCE 15

**Option Two:** Upgrade to the Certificate IV in Training and Assessment

**Core Units of Study**

- TAAASS403B DEVELOP ASSESSMENT TOOLS 30
- TAAASS404B PARTICIPATE IN ASSESSMENT VALIDATION 20

**Elective Units of Study**

Select 2 elective units from the list below. One of the two electives may be selected from the TAA50104 Diploma of Training and Assessment, or any other endorsed training package at Diploma or Certificate IV level.

- BSBAUD402B PARTICIPATE IN A QUALITY AUDIT 40
- BSBLD401A DEVELOP TEAMS AND INDIVIDUALS 40
- BSBR501A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- BSMKG413A PROMOTE PRODUCTS AND SERVICES 40
- BSBR1402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
- TAAASS401B CONTRIBUTE TO ASSESSMENT 40

**Course Duration:** 1 year

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

**Selection Processes:** Direct Entry Employer Choice

**Prerequisite Unit Requirements:** TAA40104 Certificate IV in Training and Assessment or be able to demonstrate equivalent competence.

**Course Structure:** Completion of 12 units: 5 core units plus 7 elective units. Of the 7 electives, a minimum of 5 units must be TAA coded units packaged within the Diploma listed in the training package. Up to 2 of the 7 elective units may be selected from the identified imported units listed or from any other Diploma qualification. 1 of the 2 elective units may be selected from TAA40104 Certificate IV in Training and Assessment electives or from any other Certificate IV. Core Units of Study

- TAAENV501B MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40
- TAADES501B DESIGN AND DEVELOP LEARNING STRATEGIES 40

**Diploma of Training and Assessment**

**Course Code:** TAA50104

**Campus:** City King St, Industry.

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

**Careers:** Training and Development Managers, Instructional Designers

**Course Duration:** 1 year

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

**Selection Processes:** Direct Entry Employer Choice

**Prerequisite Unit Requirements:** TAA40104 Certificate IV in Training and Assessment or be able to demonstrate equivalent competence.

**Course Structure:** Completion of 12 units: 5 core units plus 7 elective units. Of the 7 electives, a minimum of 5 units must be TAA coded units packaged within the Diploma listed in the training package. Up to 2 of the 7 elective units may be selected from the identified imported units listed or from any other Diploma qualification. 1 of the 2 elective units may be selected from TAA40104 Certificate IV in Training and Assessment electives or from any other Certificate IV. Core Units of Study

- TAAENV501B MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40
- TAADES501B DESIGN AND DEVELOP LEARNING STRATEGIES 40
FACULTY OF WORKFORCE DEVELOPMENT

TAADEL503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
TAASSS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES 50
TAACMQ503B LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS 45

Elective Units of Study
7 elective units where a minimum of 5 units are from the TAA coded electives

TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES 50
TAADES503B RESEARCH AND DESIGN E-LEARNING RESOURCES 40
TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES 40
TAADES505B RESEARCH AND DEVELOP COMPETENCY STANDARDS 30
TAADEL501B FACILITATE E-LEARNING 30
TAADEL502B FACILITATE ACTION LEARNING PROJECTS 30
TAADEL504B LEAD AND COORDINATE TRAINING SERVICES 40
TAATAS501B UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
TAATAS502B PREPARE A TENDER BID 20
TAATAS503B MANAGE CONTRACTED WORK 20
TAATAS504B FACILITATE GROUP PROCESSES 30
TAACMQ501B DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
TAACMQ502B COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS, TRAINEESHIPS 20
TAACMQ504B DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES 20
TAACMQ505B LEAD A TEAM TO FOSTER INNOVATION 35

Elective Units of Study
A maximum of 2 units from imported units and are from any other Diploma and 1 of these 2 units may be selected from TAA40104 Certificate IV in Training and Assessment electives.

BSBEBUS508A BUILD A VIRTUAL COMMUNITY 30
BSBFLMS12A ENSURE TEAM EFFECTIVENESS 60
BSBFLMS14A MANAGE PEOPLE 60
BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
BSBNK501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES 70
BSBRRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
CHCCAR501A PROVIDE CAREERS GUIDANCE 90
PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS 60
BSBWOR502A ENSURE TEAM EFFECTIVENESS 60
BSBWRKS09A MANAGE INDUSTRIAL RELATIONS 80
**UNITS**

Below are subject details for courses offered by the School of Finance and Library in 2011. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

**BSBAUD402B PARTICIPATE IN A QUALITY AUDIT**
Locations: City King St, Newport, Industry.

Descriptions: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.

Nominal Hours: 40

Required Reading: No required reading

Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments

**BSBEBUS508A BUILD A VIRTUAL COMMUNITY**
Locations: Footscray Nicholson, City King St, Industry.

Descriptions: Set up a virtual community; Develop and manage a virtual community

Nominal Hours: 30

Required Reading: No required reading

Assessment: This unit may be assessed by tests, assignments, classwork, projects. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**BSBFLM512A ENSURE TEAM EFFECTIVENESS**
Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.

Nominal Hours: 60

Required Reading: No required reading

Assessment: This unit may be assessed by tests, assignments, classwork, projects. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**BSBFLM514A MANAGE PEOPLE**
Locations: Footscray Nicholson, City King St, Industry.

Descriptions: This unit specifies the outcomes required to manage and lead team members within an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.

Nominal Hours: 60

Required Reading: No required reading

Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**BSBLED401A DEVELOP TEAMS AND INDIVIDUALS**
Locations: Footscray Nicholson, City King St, Newport, Industry.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Nominal Hours: 40

Required Reading: No required reading

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

**BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF**
Locations: Footscray Nicholson, City King St, Industry.

Descriptions: Determine future people needs; Select appropriate people; Confirm employment arrangements.

Nominal Hours: 60

Required Reading: No required reading

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**BSBMG406A BUILD CLIENT RELATIONSHIPS**

Descriptions: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.

Nominal Hours: 50

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

**BSBMKG408A CONDUCT MARKET RESEARCH**

Descriptions: This unit specifies the outcomes required to implement all aspects of a market research plan (with the exception of specialist statistical design and analysis). It involves conducting research, developing survey tools, recruiting respondents, gathering data and information from respondents, analysing research information, and preparing research reports.

Nominal Hours: 80

Assessment: Tests, portfolio, presentation

**BSBMKG408B CONDUCT MARKET RESEARCH**
Locations: Footscray Nicholson, St Albans, Werribee.

Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.

Nominal Hours: 60


Assessment: Students are required to do Oral and written questioning, Oral

359
BSBPM507A  MANAGE PROJECT COMMUNICATIONS

Descriptions: This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.

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

BSBRKG502A  MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Descriptions: Develop key performance indicators for recordkeeping activities including compliance with system rules, standards and procedures; Designate records use and maintenance responsibilities; Develop monitoring methodology; Monitor a business or records system; Identify and respond to problems and changes; Designate records creation and capture responsibilities

Nominal Hours: 50
Required Reading: 
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBWRK509A  MANAGE INDUSTRIAL RELATIONS

Locations: City King St, Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.

Nominal Hours: 80
Required Reading: No required Text.
Assessment: Oral and written questioning, Oral presentation, Review of documentation, Written report, Practical demonstration, Case studies. TAA5010S Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

BSZ403A  REVIEW ASSESSMENT

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

BSZ404A  TRAIN SMALL GROUPS

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

CHCCAR501A  PROVIDE CAREERS GUIDANCE

Locations: Footscray Nicholson, City King St, Industry.
Descriptions: Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests
Nominal Hours: 90
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork, projects. TAA5010S Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

CUECOR02B  WORK WITH OTHERS

Descriptions: This unit describes the interpersonal, communication and customer service skills required to create a positive impression and to establish rapport with the customer. It involves the skills and knowledge of understanding, clarifying and meeting customer needs and expectations.
Nominal Hours: 15

CUECOR03A  PROVIDE QUALITY SERVICE TO CUSTOMERS

Locations: On-line.
Descriptions: This unit describes the interpersonal, communication and customer service skills required to create a positive impression and to establish rapport with the customer. It involves the skills and knowledge of understanding, clarifying and meeting customer needs and expectations.
Nominal Hours: 20
Assessment: Assignment, Workbook, Yes/No. Assignment, Case study with scenarios and problem solving, Yes/No. Report, Customer service and standards for a given type of service, Yes/No.
CUEOH501B  IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: Footscray Nicholson, City Flinders, On-line.

Descriptions: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.

Nominal Hours: 60
Required Reading: -
Assessment: Libraya Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CUFSAF01B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: On-line.

Descriptions: Follow workplace procedures on health, safety and security.

Nominal Hours: 15
Assessment: Assignment, Workstation assessment, Yes/No. Report, Fire Plan Case study, Yes/No.

CULLBOO1A  DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY

Descriptions: Source and apply industry information; source and apply information on industry employment obligations and opportunities; seek opportunities to update knowledge.

Nominal Hours: 60
Required Reading: -
Assessment: Assignments

CULLBOO1B  DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the library/information services industry. As such, the unit underpins performance across all areas of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 60
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLBOO2A  OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS

Descriptions: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.

Nominal Hours: 20
Required Reading: -
Assessment: Assignments

CULLBOO2B  OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS


Descriptions: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.

Nominal Hours: 20
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLBOO3A  RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS

Descriptions: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.

Nominal Hours: 80
Required Reading: -
Assessment: Assignments

CULLBOO3B  RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS


Descriptions: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.

Nominal Hours: 80
Required Reading: No required text.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLBOO4B  PROCESS INFORMATION RESOURCE ORDERS


Descriptions: Determine ordering requirements, order and receive information resources.

Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.
FACULTY OF WORKFORCE DEVELOPMENT

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

CULLB005B SEARCH DATABASES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.
Nominal Hours: 30
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and training provider moderated standard.

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

CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

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

CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to ensure consistent organisation and maintenance of information, materials and equipment (both print-based and electronic). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 30
Assessment: Assignments

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

CULLB206C ASSIST WITH CIRCULATION SERVICES
Descriptions: This unit describes the performance outcomes, skills and knowledge required to process loan transactions and assist customers with circulation/lending enquiries.
Nominal Hours: 15
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

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

CULLB302C USE CATALOGUING TOOLS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and rules at an introductory level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB307B USE MULTIMEDIA
Descriptions: Use multimedia; maintain multimedia equipment/programs; evaluate multimedia options.
Nominal Hours: 30
Assessment: Assignments
CULLB401B  ASSIST CUSTOMERS TO ACCESS INFORMATION
Descriptions: Determine customer’s information requirements; advise customers on independent access opportunities; source and provide information.
Nominal Hours: 40
Assessment: Assignments

CULLB401C  ASSIST CUSTOMERS TO ACCESS INFORMATION
Descriptions: This unit describes the performance outcomes, skills and knowledge required to assist customers in obtaining information relevant to their needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 40
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB412B  UNDERTAKE CATALOGUING ACTIVITIES
Descriptions: Construct bibliographic descriptions; locate, retrieve and transfer bibliographic information/ records; provide cataloguing support.
Nominal Hours: 100
Required Reading: -
Assessment: Assignments and presentation

CULLB412C  UNDERTAKE CATALOGUING ACTIVITIES
Prerequisites: CULLB302C - USE CATALOGUING TOOLS
Cataloguing 1 is the beginning cataloguing unit which provides a foundation of study in cataloguing for this more advanced module.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to complete original descriptive cataloguing and catalogue maintenance activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Nominal Hours: 100
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB505B  ANALYSE AND DESCRIBE INFORMATION MATERIALS
Descriptions: Identify description requirements; analyse material; describe material and format description; monitor and review analysis and description practices and procedures.
Nominal Hours: 30
Required Reading: -
Assessment: Assignments

CULLB505C  ANALYSE AND DESCRIBE INFORMATION MATERIALS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse and describe material by indexing and abstracting the content and format of materials to ensure the efficient retrieval of information by customers.
Nominal Hours: 30
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

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

CULLB506C  CATALOGUE AND CLASSIFY MATERIAL
Descriptions: This unit describes the performance outcomes, skills and knowledge required to analyse, catalogue and classify material to facilitate customer access.
Nominal Hours: 100
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

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

CULLB508C  MONITOR AND ENHANCE INFORMATION ACCESS
Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor and enhance the service provider’s information systems and services. It focuses on the monitoring and evaluation of new technological developments and the development of strategies to enhance existing services or introduce new services.
Nominal Hours: 50
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.
CULLB509B  SELECT AND ACQUIRE INFORMATION MATERIALS

Descriptions: Review collection; develop/access acquisition recommendations; access qualities of recommended acquisitions; review supplier and format options; recommend and/or act on selections.

Nominal Hours: 50

Assessment: Assignments

CULLB509C  SELECT AND ACQUIRE INFORMATION MATERIALS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB510B  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS

Descriptions: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Nominal Hours: 50

Required Reading: -

Assessment: Assignments

CULLB510C  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS


Descriptions: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.

Nominal Hours: 50


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB602B  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS

Descriptions: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.

Nominal Hours: 50

Required Reading: -

Assessment: Assignments

CULLB602C  USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS


Descriptions: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.

Nominal Hours: 50

Required Reading: -

Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB701B  ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL

Descriptions: Analyse specialist/complex material; describe specialist/complex material; contribute to enhancement of systems for describing material.

Nominal Hours: 60

Required Reading: -

Assessment: As per accredited curriculum

CULLB701C  ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL


Descriptions: This unit describes the performance outcomes, skills and knowledge to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.

Nominal Hours: 60

Required Reading: -

Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB708B  MANAGE INFORMATION ACCESS

Descriptions: Monitor and evaluate customer information requirements; develop and maintain policies and strategies for information availability and access; implement and manage information access policies; develop and manage cooperative information access activities; manage change in relation to information access.

Nominal Hours: 40


Assessment: As per accredited curriculum

CULLB708C  MANAGE INFORMATION ACCESS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to monitor and evaluate customer information needs, and to develop and implement appropriate access policies within the organisation.

Nominal Hours: 40


Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.
**CULMS009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES**

**Locations:** Footscray Nicholson, On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to provide general preventive care for cultural material. The unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.

**Nominal Hours:** 60


**Assessment:** Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

**CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY**

**Locations:** On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the museum industry. As such, the unit underpins performance across all areas of museum practice.

**Nominal Hours:** 60


**Assessment:** Report, A report on visits to different, small, medium or large museums or online Museums to describe their collections and services, Yes/No. Assignment, A report on careers in Museums, the different levels of workers their qualifications, professional associations associated with Museums. Yes/No. Project, A task on finding 3 recent trends in Museums, list the trend and its impact on traditional Museum practice. Yes/No. Assignment, An in-depth case study on one museum service to look at its products and services; relations with other museums. Yes/No.

**CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION**

**Locations:** On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.

**Nominal Hours:** 30


**Assessment:** Assignment, Workbook, Yes/No. Report, Report on the condition, appearance, issues associated with the process and procedures in preparing exhibits. Yes/No. Report, A report on the processes and procedures used in Museums for damage control and maintenance measures, Yes/No.

**CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION**

**Locations:** On-line.

**Descriptions:** This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.

**Nominal Hours:** 40


**Assessment:** Assignment, Catalogue 4 different kinds of items according to the Museums standards, Yes/No. Report, Report on the cataloguing procedures of 3 different libraries, Yes/No. Project, Workflow diagram for cataloguing in a Museum which incorporates, tools, procedures, personnel and item types using flow diagram. Yes/No.

**CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS**

**Locations:** Footscray Nicholson, On-line.

**Descriptions:** Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.

**Nominal Hours:** 60


**Assessment:** Assignments and presentation

**CULMS506C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS**

**Locations:** Footscray Nicholson, On-line.

**Descriptions:** Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.

**Nominal Hours:** 60

**Required Reading:** No required text. -

**Assessment:**

**FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Descriptions:** This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.

**Nominal Hours:** 50

**Required Reading:** Office Tax Procedures Bowers, Helen; Vinton, Robert; Vidler, Robyn 8th Edition Pearson Education

**Assessment:** Students may be required to do assignments, classwork, tests, projects, and/or presentations.

**FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT**

**Locations:** Footscray Nicholson, St Albans, Werribee.

**Descriptions:** This unit covers the competency to work and make appropriate decisions within a legal context.

**Nominal Hours:** 60

**Required Reading:** Australian Business Law principles and Applications Vickery & Pendleton 6th Edition Pearson Education

**Assessment:** Quiz, test, assignment

**FNSACCT405B PREPARE FINANCIAL STATEMENTS**

**Locations:** Footscray Nicholson.

**Descriptions:** This unit covers the competency to identify skills and outcomes associated with the development of financial reports.

**Nominal Hours:** 60
FACULTY OF WORKFORCE DEVELOPMENT

Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT406B MAINTAIN ASSET AND INVENTORY RECORDS
Descriptions: This unit describes those functions associated with the maintenance of records for fixed assets and inventory.
Nominal Hours: 30
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit covers the competency to establish and operate under supervision, a computerised accounting system.
Nominal Hours: 80
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION
Descriptions: The unit covers the competency to analysis and report a broad range of financial and business performance information.
Nominal Hours: 60
Required Reading: -
Assessment: Case study, test

FNSACCT502B PREPARE INCOME TAX RETURNS
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.
Nominal Hours: 60
Assessment: Tests, case study

FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit covers the development and preparation of financial reports for a reporting entity.
Nominal Hours: 60

FNSACCT505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS
Descriptions: This unit covers the competency to establish and maintain accounting information systems.
Nominal Hours: 60
Required Reading: Accounting Systems Design Trennery, Alan Pearson Education
Assessment: Assignment, test and research report

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

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

FNSACCT601B PREPARE COMPLEX TAX RETURNS AND LODGEMENTS
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to analyse taxation related data and prepare complex taxation returns and lodgements.
Nominal Hours: 60
Assessment: Test and practical demonstration

FNSACCT602B AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.
Nominal Hours: 40
Assessment: Case study and test
FNSACCT603B  IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to implement tax plans and evaluate tax compliance.
Nominal Hours: 60
Assessment: Test and practical demonstration

FNSACCT604B  MONITOR CORPORATE GOVERNANCE ACTIVITIES
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to develop and implement processes and procedures for meeting corporate governance obligations.
Nominal Hours: 60
Required Reading: No text required
Assessment: Article analysis, presentations and test

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

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

FNSACCT609B  EVALUATE FINANCIAL RISK
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to identify, assess and manage the risks associated with an organisation’s cash flow or assets and securities.
Nominal Hours: 40
Required Reading: No text required
Assessment: Project work and test

FNSACCT610B  DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Nominal Hours: 60
Required Reading: Economics for Business Fraser, Gionea, Fraser 3rd Edition McGraw-Hill
Assessment: Portfolio, article analysis and test

FNSACCT613B  PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to calculate, record and analyse the costs of products, services and other organisational activities.
Nominal Hours: 60
Required Reading: Management Accounting Neish & Banks 3rd Edition McGraw-Hill
Assessment: Tests or assignment and presentation

FNSACCT614B  PREPARE COMPLEX CORPORATE FINANCIAL REPORTS
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Nominal Hours: 60
Required Reading: Company Accounting & Financial Statements De Lange, Paul; Rodgers, Robert; Clarke, Edward 4th Edition Thomson Publishing
Assessment: This unit may be assessed by tests and assignments.

FNSASIC301B  ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS
Descriptions: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Nominal Hours: 50
Required Reading: No Text Required
Assessment: Case study, assignments, presentations and role play

FNSASIC302B  DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Descriptions: This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
FACULTY OF WORKFORCE DEVELOPMENT

Nominal Hours: 50
Required Reading: No required text
Assessment: Case study, assignments, presentations and role play

FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT


Descriptions: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.

Nominal Hours: 50
Required Reading: Writing your Plan for Small Business Success Birt, Ian 3rd Edition Pearson Education
Assessment: Case study, assignment and test

FNSBKPG401A DEVELOP AND IMPLEMENT POLICIES AND PRACTICES RELEVANT TO BOOKKEEPING ACTIVITIES


Descriptions: This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to bookkeeping activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Nominal Hours: 30
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG402A ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM


Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish and maintain a bookkeeping system on a cash basis. This unit is a prerequisite unit to FNSBKPG403A Establish and maintain an accrual accounting system. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislation apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG403A ESTABLISH AND MAINTAIN AN ACCRUAL ACCOUNTING SYSTEM


Prerequisites: FNSBKPG402A - ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM

Descriptions: This unit describes the performance outcomes, skills and knowledge required to establish and maintain a bookkeeping system on an accrual basis. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislation apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG404A CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENT TASKS


Descriptions: This unit describes the performance outcomes, skills and knowledge required to carry out tasks related to Business Activity Statements (BAS) and Instalment Activity Statements (IAS), including the completion of Activity Statements. Various aspects of the Tax Act, Goods and Services Tax (GST) Rulings and other legislation apply to this unit at the time of endorsement.

Nominal Hours: 40
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSBKPG405A ESTABLISH AND MAINTAIN A PAYROLL SYSTEM


Descriptions: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data in manual or computerised payroll systems.

Nominal Hours: 35
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK


Descriptions: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.

Nominal Hours: 40
Assessment: Assignment and presentation

FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION


Descriptions: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.

Nominal Hours: 25
Assessment: Case study, assignment
FNSCOMP501B  COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE  
Descriptions: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.  
Nominal Hours: 80  
Required Reading: No prescribed text  
Assessment: Assignment, test and research report

FNSCRDT401B  EVALUATE CREDIT APPLICATIONS  
Descriptions: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.  
Nominal Hours: 20  
Required Reading: Banking & Lending Practice Weaver, P. M & Kingsley, C. D 4th Edition Law Book Company  
Assessment: Test and assignment

FNSCRDT402B  SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE  
Descriptions: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.  
Nominal Hours: 20  
Required Reading: Banking and Lending Practice Weaver, PM & Kingsley, CD 4th Edition Law Book Company  
Assessment: Test and assignment

FNSFLIT503B  PROMOTE BASIC FINANCIAL LITERACY SKILLS  
Descriptions: This unit covers the skills and knowledge to promote customer awareness of basic financial literacy skills necessary for beginning to make informed financial decisions. It covers the need and purpose of bank accounts, basic savings and investment principles, risk and return, and the role of insurance and superannuation.  
Nominal Hours: 30  
Required Reading: No text required  
Assessment: Case study, assignment and test

FNSFMKT501B  ANALYSE FINANCIAL MARKETS AND INFORMATION  
Descriptions: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.  
Nominal Hours: 60  
Required Reading: No text required  
Assessment: Case study, assignment and test

FNSICACC304B  PREPARE AND BANK RECEIPTS  
Locations: Footscray Nicholson, St Albans, Werribee.  
Descriptions: This unit describes the functions involved in preparing and banking financial receipts.  
Nominal Hours: 10  
Required Reading: Accounting to Trial Balance Yates, Mroczkowski, Fleay & Poustie 9th Edition Thompson  
Assessment: Tests and practical demonstration

FNSICACC306B  PROCESS JOURNAL ENTRIES  
Locations: Footscray Nicholson, St Albans, Werribee.  
Descriptions: This unit describes the functions involved in processing financial journal entries.  
Nominal Hours: 10  
Required Reading: Accounting to Trial Balance Yates, Mroczkowski, Fleay & Poustie 9th Edition Thompson  
Assessment: Tests and practical demonstration

FNSICCUS601B  ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS  
Locations: Footscray Nicholson, St Albans.  
Descriptions: This unit describes the skill involved in establishing and managing key relationships in the organisation.  
Nominal Hours: 50  
Required Reading: -  
Assessment: This unit may be assessed by assignments, tests, class work, projects and presentations.

FNSICGEN301B  COMMUNICATE IN THE WORKPLACE  
Descriptions: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.  
Nominal Hours: 30  
Required Reading: No required reading.  
Assessment: Projects, assignments, group work, research.

FNSICGEN302B  USE TECHNOLOGY IN THE WORKPLACE  
Descriptions: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.  
Nominal Hours: 50  
Required Reading: No required text.  
Assessment: Test, practical demonstration, portfolio. Accounting and Financial Services courses: Students may be required to do assignments, classwork, tests, projects, and/or presentations.
FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE
Locations: Footscray Nicholson, St Albans, Werribee, Industry.
Descriptions: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work.
Nominal Hours: 25
Required Reading: No text required
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSICGEN502B SOLVE WORKPLACE PROBLEMS
Descriptions: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Nominal Hours: 30
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY
Locations: Footscray Nicholson, St Albans, Werribee.
Descriptions: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Nominal Hours: 30
Required Reading: No Text Required
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSICOR508B MANAGE A PROJECT
Locations: Footscray Nicholson, St Albans.
Descriptions: This unit covers the skills and knowledge needed to plan, manage and evaluate a project.
Nominal Hours: 50
Required Reading: No text required
Assessment: Maintenance of Journal, class briefings, critical analysis and interviews.

FNSICOR519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS
Descriptions: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
Nominal Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICOR604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM
Descriptions: This unit describes the function associated with leading a staff team to achieve work tasks and goals.
Nominal Hours: 30
Required Reading: No text required
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

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

FNSICOR609B DEVELOP & MANAGE FINANCIAL SYSTEMS
Descriptions: This unit covers strategic management of finances in a small organisation or part of a large organisation. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day-to-day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to organisation performance as defined in the strategic plan.
Nominal Hours: 60
Required Reading: Manage Finances and Develop Financial Plans in your Business, Birt, Ian 3rd Edition Pearson Education
Assessment: Assignment, test and research report
FNSICPRO603B DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT
Descriptions: This unit covers the development of a plan for a financial product from the initial concept to the presentation of the plan for approval.
Nominal Hours: 25
Required Reading: -
Assessment: Case study, assignment and test

FNSICSAM401B SELL FINANCIAL PRODUCTS AND SERVICES
Descriptions: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Nominal Hours: 30
Required Reading: Study Guide - Selling Financial Products & Services
Assessment: Presentation, assignment, test

FNSRISK501B UNDERTAKE RISK IDENTIFICATION
Descriptions: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 40
Required Reading: Identifying and Managing Risk Baker, W & Reid, H Pearson Education
Assessment: Tests and assignment

FNSRISK601B DEVELOP & IMPLEMENT RISK MITIGATION PLAN
Descriptions: This unit covers the development and implementation of a plan/strategy for the treatment of the organisation's risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Nominal Hours: 50
Required Reading: No text required
Assessment: Tests and assignment

PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS
Locations: Footscray Nicholson, City King St, Industry.
Descriptions: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Nominal Hours: 60
Required Reading: No required text.
Assessment: TAA50105 Diploma of Training and Assessment Assignments, workshop, work-based related projects and integrated assessment and or presentations. 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

SIRXMGT006A INITIATE AND IMPLEMENT CHANGE
Locations: Industry.
Descriptions: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.
Nominal Hours: 150
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

TAAASS301B CONTRIBUTE TO ASSESSMENT
Locations: City King St, Newport, Industry.
Descriptions: Specifies the competency required to contribute to the assessment process.
Nominal Hours: 10
Required Reading: No required reading
Assessment: Work in partnership with a qualified assessor to plan an assessment, assess the competence of a learner and review processes and tools.

TAAASS401C PLAN AND ORGANISE ASSESSMENT
Locations: City King St, Newport, Industry.
Descriptions: Required to plan and organize the assessment process in a competency-based assessment system.
Nominal Hours: 10
Required Reading: No required text.
Assessment: Assignment and projects.

TAAASS402C ASSESS COMPETENCE
Locations: City King St, Newport, Industry.
Descriptions: This unit specifies the competence required to assess the competence of a candidate.
Nominal Hours: 15
Required Reading: No required text.
Assessment: Assignments and projects.

TAAASS403B DEVELOP ASSESSMENT TOOLS
Locations: Newport, City Queen, Industry.
Descriptions: Specifies the competency required to develop assessment tools.
Nominal Hours: 30
Required Reading: No required reading
Assessment: Develop, trial and review a range of assessment tools for different candidates and purposes.

TAAASS404B PARTICIPATE IN ASSESSMENT VALIDATION
Locations: City King St, Newport, Industry.
Descriptions: Required to participate in an assessment validation process.
Nominal Hours: 20
Required Reading: No required reading
Assessment: Participate in two assessment validation sessions/workshops.

TAAAS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES

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

Descriptions: Develop and extend assessment expertise; lead assessment activities; monitor assessment practice; coordinate assessment validation activities; manage assessment appeals.

Nominal Hours: 50
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES

Descriptions: Gather and analyse information for policy and procedures development; develop the policies and procedures; identify implementation requirements; monitor and review policies and procedures.

Nominal Hours: 40
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ501B DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required to plan and coordinate the training and assessment requirements of apprenticeships/traineeships.

Nominal Hours: 40
Required Reading: No required text.

TAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS. TRAINEESHIPS

Descriptions: Establish training and/or assessment requirements for apprenticeships/traineeships; plan and organise training and/or assessment arrangements; monitor workplace training and/or assessment; manage compliance requirements; review apprenticeship/traineeship arrangements.

Nominal Hours: 20
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, assignments, presentation.

TAACMQ502B COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS. TRAINEESHIPS

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required to plan and coordinate the training and assessment requirements of apprenticeships/traineeships.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAACMQ503A LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS

Descriptions: Identify the basis for the evaluation; plan evaluation of training and/or assessment services/system; conduct evaluation; determine and report evaluation outcomes.

Nominal Hours: 45
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ503B LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required to lead and conduct training and/or assessment evaluations: identify the basis for the evaluation; plan evaluation of training and/or assessment services/system; conduct evaluation; determine and report evaluation outcomes.

Nominal Hours: 45
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES

Descriptions: Investigate scope of training and/or assessment services; identify organisational capacity and appropriateness of providing training and/or assessment services; coordinate legal/organisation requirements; monitor scope of training and/or assessment services.

Nominal Hours: 20
Required Reading: No required text.
Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ504B DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required to investigate, determine and manage the scope of training and/or assessment services provided by a training and/or assessment organisation.

Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.
TAACMQ505A LEAD A TEAM TO FOSTER INNOVATION

Descriptions: Provide a model of innovative practice; Organise teams to maximise innovation; Organise work to facilitate innovative practices; Provide guidance and monitor innovation at work practices; Review the use of innovation at work skills in a team environment.

Nominal Hours: 35

Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

Nominal Hours: 15

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: Students develop a portfolio of evidence used for assessment. This will include teacher observation, student logbooks, multiple choice/ written tasks. 21861VIC Certificate III in Mungur-dhal tyama-tiyt To demonstrate competency in this unit the students must be able to provide evidence that they can establish and maintain an effective learning/facilitation relationship with an individual learner. Students develop a portfolio of evidence for assessment. This will include observation, reports from the learner and significant Indigenous community members supporting participant, student logbooks/evaluations/ reflections, questioning and third-party feedback. A minimum of two examples of a learning facilitation relationship should be conducted, with different individuals to demonstrate communication skills and flexibility; one or more process/techniques identified must be demonstrated.

TAACMQ505B LEAD A TEAM TO FOSTER INNOVATION

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required to lead a workplace team in ways that foster innovative work practices.

Nominal Hours: 35

Required Reading: No required text.

Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADEL301C PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS

Locations: City King St, Newport, Industry.

Descriptions: Competency required to conduct individual and group instruction and demonstration of work skills.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Develop session plans, learner and trainer material to use in group-based facilitation.

TAADEL401B PLAN AND ORGANISE GROUP-BASED DELIVERY

Locations: City King St, Newport, Industry.

Descriptions: Plan and organize training for individuals within a group.

Nominal Hours: 20

Required Reading: No required reading

Assessment: Develop session plans, learner and trainer material to use in group-based facilitation.

TAADEL402B FACILITATE GROUP BASED LEARNING

Locations: Footscray Nicholson, City King St, Newport, Industry, Off-shore, Other.

Descriptions: Specifies the competency required to facilitate learning by individuals within a group.

Nominal Hours: 20

Required Reading: No required reading

Assessment: Prepare plans and material to facilitate a sequential series of training sessions with a group of learners; Review training and learning effectiveness. PSPS1304 Diploma of Government (Project Management) and Traineeships: Assignments, presentations, observation, demonstration and group work.

TAADEL403B FACILITATE INDIVIDUAL LEARNING

Locations: City King St, Newport, Industry.

Descriptions: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADEL404B FACILITATE WORK BASED LEARNING

Locations: City King St, Newport, Industry.

Descriptions: Specifies the competency required to use work effectively as a learning process.

Nominal Hours: 15

Required Reading: No required reading

Assessment: Develop a work-based learning pathway for individuals; Facilitate and review this pathway

TAADEL405B COORDINATE AND FACILITATE DISTANCE-BASED LEARNING

Locations: City King St, Newport, Industry.

Descriptions: Required to coordinate, organize and facilitate a distance-based learning process.

Nominal Hours: 30

Required Reading: No required reading

Assessment: Develop and implement a distance-based learning program and monitor learner progress; Review the effectiveness of a distance-based learning program

TAADEL501B FACILITATE E-LEARNING

Locations: City King St, Industry.

Descriptions: Facilitate learning delivered via electronic media.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAADEL502B FACILITATE ACTION LEARNING PROJECTS

Locations: City King St, Industry.

Descriptions: Facilitate a group to engage in action learning projects.

Nominal Hours: 30

Required Reading: No required text.

Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.
### TAADEL503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING

**Locations:** Footscray Nicholson, St Albans, Werribee, Sunshine, Industry.

**Descriptions:** Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

### TAADEL504A LEAD AND COORDINATE TRAINING SERVICES

**Locations:** City King St, Industry.

**Descriptions:** Organise and arrange training services; Organise and lead training personnel; Monitor training operations.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by case studies, assignments, projects, classwork.

### TAADEL504B LEAD AND COORDINATE TRAINING SERVICES

**Locations:** City King St, Industry.

**Descriptions:** Organise and arrange training services; Organise and lead training personnel; Monitor training operations.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

### TAADES401B USE TRAINING PACKAGES TO MEET CLIENT NEEDS

**Locations:** City King St, Newport, Industry.

**Descriptions:** Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.

**Nominal Hours:** 20

**Required Reading:** No required reading

**Assessment:** Complete in-class activities; Interpret language and content within an Industry Training Package and accredited courses to design relevant programs and outcomes for clients; Present information on a Training Package and unit of competency

### TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS

**Locations:** City King St, Newport, Industry.

**Descriptions:** Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.

**Nominal Hours:** 40

**Required Reading:** No required reading

**Assessment:** Use components of Training Packages and accredited courses to design and develop learning programs that meet identified training needs. RPL - Participants would provide evidence of their skills, knowledge and experience required.

### TAADES501B DESIGN AND DEVELOP LEARNING STRATEGIES

**Locations:** City King St, Industry.

**Descriptions:** Determine the parameters of the learning strategy; develop the framework for the learning strategy; devise the content and structure of the learning strategy; review the learning strategy.

**Nominal Hours:** 40

**Required Reading:** No required reading.

**Assessment:** To be advised.

### TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES

**Locations:** City King St, Industry.

**Descriptions:** This unit specifies the competency required to design and develop resources to support learning.

**Nominal Hours:** 50

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

### TAADES503B RESEARCH AND DESIGN E-LEARNING RESOURCES

**Locations:** City King St, Industry.

**Descriptions:** Research the requirements for e-learning resources and to design resources based on that research.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

### TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES

**Locations:** City King St, Industry.

**Descriptions:** Develop and evaluate e-learning resources based on an agreed design concept.

**Nominal Hours:** 40

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.

### TAADES505B RESEARCH AND DEVELOP COMPETENCY STANDARDS

**Locations:** City King St, Industry.

**Descriptions:** Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.

**Nominal Hours:** 30

**Required Reading:** No required text.

**Assessment:** Assignments, workshop, workbased related projects and integrated assessment and or presentations.
TAAENV401B  WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING

Locations: City King St, Newport, Industry.

Descriptions: Competency required to work effectively in the policy and operating environment of the vocational education and training sector.

Nominal Hours: 10

Required Reading: No required reading

Assessment: In-class activities; Gather and present information on the relevant vocational education and training organisation, jargon and sources of information; Analyse and interpret VET policies in the context of your role as a trainer/assessor; Develop written information on the VET organisations and sources of information to VET newcomers. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV402B  FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE

Locations: City King St, Newport, Industry.

Descriptions: Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.

Nominal Hours: 10

Required Reading: No required reading

Assessment: In-class activities; demonstrate inclusive practices in facilitation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV403B  ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT

Locations: City King St, Newport, Industry.

Descriptions: Competency required to ensure the health, safety and welfare of learners and candidates.

Nominal Hours: 10

Required Reading: No required reading

Assessment: Complete an Occupational Health & Safety hazard identification, risk assessment and risk management plan on your training environment to ensure the health and safety of learners. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV404B  DEVELOP INNOVATIVE IDEAS AT WORK

Locations: City King St, Newport, Industry.

Descriptions: Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.

Nominal Hours: 35

Required Reading: No required reading

Assessment: Prepare a proposal for a new approach to the design of your training program which incorporates feedback from colleagues

TAAENV501B  MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE

Locations: City King St, Industry.

Descriptions: This unit specifies the competency required for individuals to manage their personal professional performance and to take responsibility for their professional development in relation to the provision of training and/or assessment services.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAALLN401A  ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE

Locations: City King St, Newport, Industry.

Descriptions: Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

Nominal Hours: 30

Required Reading: No required reading

Assessment: Prepare individual learning plans and activities and resources relating to LLN; Teaching practicum

TAALLN401B  ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITH LEARNING AND ASSESSMENT PRACTICE

Locations: City King St, Newport, Industry.

Descriptions: Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

Nominal Hours: 30

Required Reading: No required reading

Assessment: Prepare individual learning plans and activities and resources relating to LLN; Teaching practicum

TAATAS401B  MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/or ASSESSMENT ORGANISATIONS

Locations: City King St, Newport, Industry.

Descriptions: This unit specifies the competency required to maintain training and/or assessment information requirements.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assignments and projects.

TAATAS501B  UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS

Locations: City King St, Industry.

Descriptions: Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

Nominal Hours: 40

Required Reading: No required text.

Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.
TAATAS502A  PREPARE A TENDER BID
Descriptions: Determine tender requirements; Develop tender content; Prepare tender bid
Nominal Hours: 20
Required Reading: -
Assessment: This unit may be assessed by assignments, classwork

TAATAS502B  PREPARE A TENDER BID
Locations: City King St, Industry.
Descriptions: This unit specifies the competency required to bid for the provision of goods or services through a tender process.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

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

TAATAS503B  MANAGE CONTRACTED WORK
Locations: City King St, Industry.
Descriptions: This unit specifies the competency required to manage work undertaken under contract.
Nominal Hours: 20
Required Reading: No required text.
Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

TAATAS504A  FACILITATE GROUP PROCESSES
Descriptions: Establish group objectives and processes; Manage facilitation; Develop group outcomes; Finalise group process
Nominal Hours: 30
Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAATAS504B  FACILITATE GROUP PROCESSES
Locations: City King St, Industry.
Descriptions: This unit specifies the competency required to lead or facilitate group processes to achieve an agreed outcome.
Nominal Hours: 30
Required Reading: No required text.

Assessment: Assignments, workshop, work-based related projects and integrated assessment and or presentations.

VBQU631  ASSESS INFORMAL LEARNING
Locations: City King St, Industry.
Prerequisites: TAAASS401A - PLAN AND ORGANISE ASSESSMENT
TAAASS402A - ASSESS COMPETENCE
TAAASS404A - PARTICIPATE IN ASSESSMENT VALIDATION
Descriptions: This unit of competency recognises the skills of an assessor to review learning gain with an assessee and assign a level of complexity to the learning gain using an appropriate assessment methodology.
Nominal Hours: 30
Required Reading: No required text
Assessment: Simulations, Role Play, and Work-based project providing evidence of demonstrated practice.
CERTIFICATE III IN CUSTOMER CONTACT
Course Code: BSB30207

Campus: Industry.

Course Objectives: This qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Careers: Call/Contact Centre Agent, Customer Service Representative, Senior Customer Service Representative, Telesales Representative.

Course Duration: 1 year

Admission Requirements Year 12: Not Applicable
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Not Applicable
Admission Requirements VET: Not Applicable

Selection Processes: Employer Choice Written Test

Course Structure: Students must successfully complete a minimum of 12 units: 6 core units plus 6 electives. The 6 elective units may be selected from the elective units listed in the qualification, or from an equivalent AQF level qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. Where elective units are being chosen from other Training Package qualifications, up to 2 of the 6 elective units may be selected from Certificate II or Certificate III qualifications. The remaining 4 elective units must be chosen from a Certificate III qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package. Core Units

Elective Units

RPL Units

CERTIFICATE IV IN CUSTOMER CONTACT
Course Code: BSB40307

Campus: Industry.

About this course: This course is delivered to industry only. This qualification provides broad knowledge and skills in roles as Team Leaders in call centres and businesses, providing leadership and guidance in assisting team members to analyse, evaluate information and apply solutions to customer service queries and problems.

Course Objectives: This qualification reflects the role of Team Leaders who use well-developed skills and a broad knowledge base in call centres and businesses in a wide variety of contexts. They assist team members to apply solutions to a defined range of customer service queries, unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with responsibility for the output of others.

Careers: Analyst, quality assurance coordinator or manager, scheduler, subject matter expert/coach, team leader.

Course Duration: 1 year

Admission Requirements Year 12:.
Admission Requirements International: not applicable
Admission Requirements Mature Age:.
Admission Requirements VET:.
Admission Requirements Other: Employer choice

Selection Processes: Direct Entry Employer Choice Written Application

Course Structure: Students must successfully complete 13 units: 7 core units and 6 electives according to the qualification in the BSB07 training package. Core Units

Elective Units

RPL Units

FACULTY DELIVERED - WFD

Below are details of courses offered by the Faculty Delivered - WFD in 2011. This information is also available online on the University’s searchable courses database at www.yu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.
DIPLOMA OF MANAGEMENT
Course Code: BSB51107


Course Objectives: This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

Careers: Manager.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE/VCAL or equivalent
Admission Requirements International: Not Applicable
Admission Requirements Mature Age: Direct Application
Admission Requirements VET: Not Applicable
Admission Requirements Other: It is recommended that all frontline Management industry students currently be in a supervisory role.

Selection Processes: Employer ChoiceInterview PortfolioWritten Application

Course Structure: Students must successfully complete a minimum of 8 units - 5 core unit plus 3 electives. The 3 electives may be selected from the core or elective list provided for the qualification in the Business Services training package or from any other endorsed national training package. If not listed, 1 unit may be selected from Certificate IV or Advanced Diploma qualification. Units selected from another training package must not duplicate units selected from or available within the BSB07 Business Services training package. All units listed below can be delivered to industry depending on demand. All units below can be delivered in either stream.

This course is middle to higher level management focused and is delivered part time only. It can also be customised for industry.

Management Stream: Choose 5 core units:

BSBPMG510A MANAGE PROJECTS 60
BSBRSK501A MANAGE RISK 60
BSBMGT502B MANAGE PEOPLE PERFORMANCE 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50

Choose 3 elective units

BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBHHRM604A MANAGE EMPLOYEE RELATIONS 60
BSBHHRM402A RECRUIT, SELECT AND INDUCT STAFF 50
BSBWORS502A ENSURE TEAM EFFECTIVENESS 60
BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE 40
BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBREL602A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40

Please contact the School of Enterprise on 9919 6209 for further information.

Frontline Management: Choose 5 core units

BSBADM502B MANAGE MEETINGS 30
BSBPMG510A MANAGE PROJECTS 60
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS 70
BSBMGT515A MANAGE OPERATIONAL PLAN 60
BSBPMG510A MANAGE PROJECTS 60
BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
BSBATSIL503B MANAGE CONFLICT 60
BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
BSBATSIL503B MANAGE CONFLICT 60

For further information contact the School of Business and Hospitality on 9919 8686.

This course is Frontline Management focused and is customised for industry delivery.

Frontline Management: Choose 5 core units
UNITS

Below are subject details for courses offered by the Faculty Delivered - WFD in 2011.

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

PRMCC07A  PERFORM BASIC STAIN REMOVAL
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for the removal of stains and spots from a carpet using basic stain removal techniques. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the characteristics of the carpet and applying company policies and procedures in order to perform the task. Removing stains and spots may occur as a single task or more likely in conjunction with other cleaning methods such as vacuuming, extraction, patrolling and general cleaning. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. A stain is defined as foreign material in a fibre that changes the texture of the fibre. A spot is defined as foreign material on a fibre that changes the appearance of the fibre but not the texture.

Nominal Hours: 20
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL01B  MAINTAIN A HARD FLOOR SURFACE
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for cleaning a hard floor surface. The unit applies to both manual and mechanical methods of cleaning a hard floor surface. It requires the ability to assess the extent of the cleaning task through understanding client requirements and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 15
Required Reading: No required text

PRMCL02B  RESTORE A HARD FLOOR SURFACE
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for restoring a hard floor surface. The unit applies to both manual and mechanical methods of hard floor surface restoration. It requires the ability to assess the extent of the restoration task through understanding client requirements and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 15
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL03B  REPLACE A HARD FLOOR FINISH
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for replacing a hard floor finish. This unit covers the processes involved in removing the old floor sealant and replacing it with a new protective coating. This process is commonly known within the industry as strip and seal*. The unit requires the ability to assess the extent of the removal and replacement needed through understanding client requirements and applying organisational policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 20
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL09B  CLEAN GLASS SURFACES
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for cleaning all glass surfaces including windows. The unit applies to cleaning glass in both internal and external situations. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the characteristics of the glass surface and applying company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL13B  CLEAN WINDOW COVERINGS
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for cleaning all window coverings. The unit applies to cleaning window coverings in both internal and external situations. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the type of window coverings and fixtures and applying company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL14B  MAINTAIN A ‘CLEAN ROOM’ ENVIRONMENT
Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for maintaining a clean room environment. Clean rooms are specialist facilities in that the presence of dust presents a hazard to the safe and efficient operation of electronic and other sensitive equipment. Some clean rooms may be pressurised to reduce the amount of dust entering the room. Clean rooms may be used for specialised
computer installations, computer equipment repairs, PABX units, manufacturing
electronic components environments, laboratories and some sterile rooms for
food manufacturing. Cleaning in a clean room environment is a specialised field of
cleaning. This unit is intended as an introduction to this type of cleaning and focuses
on the need to exercise caution in selection of cleaning methods to ensure safety of
personnel and equipment. The unit requires the ability to assess the extent of the
cleaning task through knowledge of the characteristics of a clean room environment
and by applying and understanding client requirements and company policies and
procedures in order to perform the task. The selection of appropriate equipment,
chemicals and methods is essential for performing the task safely and efficiently.

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL17B CLEAN A WET AREA

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to
clean a wet area and make it free from soil, odour and hazards. Wet areas include
bathrooms, toilets and changing rooms. Areas such as swimming pools, kitchens,
laundries and clinics generally require specialised cleaning methods. The unit requires
the ability to assess the extent of the cleaning task through understanding client
requirements, the special characteristics of wet areas, and applying company policies
and procedures in order to perform the task. The selection of appropriate equipment,
chemicals and methods is essential for performing the task safely and efficiently. This
unit recognises the importance of paying careful attention to health and safety issues.

Nominal Hours: 20
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL24B CONTROL THE SUPPLY OF RESOURCES TO THE
WORK SITE

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required
to control the supply of cleaning equipment, chemicals and consumables used in
the provision of cleaning services at the work site. The unit requires the ability
to select the most appropriate equipment, chemicals and consumables for the
cleaning operation and ensure their continuous availability at the work site based
on an extensive understanding of the range of cleaning methods available and the
associated utilisation of equipment and chemicals.

Nominal Hours: 25
Required Reading: No text required
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL33B PLAN FOR SAFE AND EFFICIENT CLEANING
ACTIVITIES

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to
plan for safe and efficient cleaning activities. This unit covers general issues that need
to be addressed in each work site to ensure maximum safety and efficiency of each

Nominal Hours: 15
Required Reading: No text required
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL35B MAINTAIN A CLEANING STORAGE AREA

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required for the
maintenance of a dedicated cleaning storage area and the movement and control of
equipment, chemicals and consumables used in the provision of cleaning services. This
unit applies to persons whose major function is cleaning, not storekeeping. The unit
requires the ability to maintain and operate a safe and efficient cleaning storage area
within a strict legislative context. Maintaining the storage area requires the ability
to follow established procedures, understand the issues associated with the storage
and usage of chemicals and to adhere to legislative and public health and safety
requirements.

Nominal Hours: 15
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL36B CLEAN AT HIGH LEVELS

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to
clean a range of surfaces and sites above easy reach from the ground. Clean at high
levels is used to describe cleaning situations where the cleaning activity is occurring
at heights above two metres from the ground or floor surface and is typically very
manual or hands on’ in nature. The cleaning activity may occur either indoors or
outdoors and involves the use of specialised equipment to access the area to be
cleaned. Safety is a very important issue for cleaners involved in high-level cleaning
work. The unit requires the ability to assess the extent of the cleaning task through
a knowledge of the characteristics of the surfaces and sites, soiling, and applying an
understanding of client requirements and company policies and procedures in order
to perform the task. The selection of appropriate equipment, chemicals and cleaning
methods is essential for performing the task safely and efficiently. The work is usually
done in pairs where ladders are being used or where required for safety reasons.

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.

PRMCL37A CLEAN EXTERNAL SURFACES

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to
clean external surfaces. This unit covers the planned cleaning of external surfaces
as well as the spot cleaning of these surfaces in situations where only a part of the
surface is soiled and requires immediate attention e. g. graffiti markings. This unit
applies to external surfaces less than two metres high. Surfaces requiring cleaning

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
demonstration, discussion, questioning, presentation, workplace projects/
assignments.
that are above this height require the use of specialised equipment, cleaning techniques and safety procedures. Some external surfaces, such as sandstone and heritage buildings, may be sensitive and require the use of specialised cleaning methods. The unit requires the ability to assess the extent of the cleaning task through a knowledge of the characteristics of the external surface and the type of surface cleaning, and apply an understanding of client requirements and company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. These work functions would be carried out under direct supervision within company guidelines.

Nominal Hours: 10
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL39A SUPPORT LEADERSHIP IN THE WORKPLACE

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to promote a supportive structure and environment that enables effective leadership within the cleaning industry. The unit requires the ability to participate in and facilitate team planning and promote team commitment and cooperation.

Nominal Hours: 50
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCL40A PREPARE FOR WORK IN THE CLEANING INDUSTRY

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to prepare for work in the cleaning industry. The unit applies to knowledge of legislative and company requirements, industry information and future learning opportunities. It requires the ability to follow work instructions, use mathematical calculations to prepare chemicals and perform basic cleaning activities while applying company policies and procedures. The knowledge and ability to select appropriate equipment, chemicals and methods to perform a task safely and efficiently is essential.

Nominal Hours: 25
Required Reading: No required text

PRMCL41A APPLY BASIC COMMUNICATION SKILLS

Locations: Industry.

Descriptions: This unit of competency covers the skills and knowledge required to apply basic verbal, non-verbal and written communication skills for effective interaction with clients and colleagues in the cleaning industry. It requires the ability to facilitate an accurate exchange of information, interpret and follow routine instructions, and demonstrate appropriate communication techniques when working with others from different backgrounds. This work would be carried out under direct supervision within organisational guidelines.

Nominal Hours: 15
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN101A FOLLOW WORKPLACE SAFETY ARRANGEMENTS

Locations: Industry.

Descriptions: This unit of competency covers understanding and following workplace occupational health and safety (OHS) policies and procedures in order to ensure own safety and that of others in the workplace. It also covers recognising common hazards and following workplace emergency procedures. This unit is relevant for employees without managerial or supervisory responsibilities. Performance would usually be carried out under supervision, within company 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 (NOHSC: 7025 [1998] 2nd edition).

Nominal Hours: 25
Required Reading: No required text

PRMCMN201A PARTICIPATE IN WORKPLACE SAFETY ARRANGEMENTS

Locations: Industry.

Descriptions: This unit of competency covers understanding and participating in workplace occupational health and safety (OHS) policies and procedures in order to ensure own safety and that of others in the workplace. It also covers recognising hazards and following workplace emergency procedures. This unit is relevant for employees without managerial or supervisory responsibilities. Performance would usually be carried out under routine supervision, within company 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 (NOHSC: 7025 [1998] 2nd edition).

Nominal Hours: 25
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN202A PROVIDE EFFECTIVE CLIENT SERVICE

Locations: Industry.

Descriptions: This unit of competency involves the skills and knowledge required to provide effective client service. It covers establishing client relationships, identifying client needs and meeting such needs via the delivery of services or by providing information and advice on products and services. The knowledge and skills required will apply to initial or repeat client encounters, either on company or client premises. The unit may be expected to apply to a worker who has routine contact with internal or external clients and is providing routine, well-defined services/products to clients. This unit would usually be carried out under routine supervision, within company guidelines.

Nominal Hours: 40
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation, demonstration, discussion, questioning, presentation, workplace projects/assignments.

PRMCMN301A CONTRIBUTE TO WORKPLACE SAFETY ARRANGEMENTS

Locations: Industry.

Descriptions: This unit of competency covers contributing to occupational health and safety (OHS) policies and procedures in order to assist in ensuring own safety and
that of others in the workplace. It is relevant for employees with some supervisory or
team leading responsibilities. This unit includes provisions for providing information
to work groups and actively contributing to maintaining a safe work environment.
Performance would usually be carried out under routine managerial supervision, within
organisational guidelines. The unit is based on Generic Competency B in the National
Guidelines for Integrating Occupational Health and Safety Competencies into National

Nominal Hours: 30
Required Reading: No required text book
Assessment: One or more of the following: written test, simulation, observation,
   demonstration, discussion, questioning, presentation, workplace projects/
   assignments.

PRMCMN302A  RESPOND TO CLIENT INQUIRIES AND COMPLAINTS

Locations: Industry.

Descriptions: This unit of competency involves the skills and knowledge to respond
effectively to client inquiries or complaints regarding company services. The worker
needs to handle formal or informal inquiries or negative feedback/complaints from
clients about services/products. It requires a worker to accept responsibility for the
processing of client inquiries or complaints and communicate with clients to resolve
issues. It also requires the worker to have research ability and administrative skills in
order to satisfy complex client needs and be familiar with products/services that vary
widely. The unit may be expected to apply to a worker who has significant contact
with external clients. The worker could provide information on routine, well-defined
services/products to clients, or deal with inquiries or complaints of a more complex
nature. This unit would usually be carried out under supervision, within organisational
guidelines.

Nominal Hours: 40
Required Reading: No required text
Assessment: One or more of the following: written test, simulation, observation,
   demonstration, discussion, questioning, presentation, workplace projects/
   assignments.

THTFME09A  DEVELOP AND UPDATE KNOWLEDGE OF PROTOCOL


Descriptions: This unit deals with the skills and knowledge required to develop
and apply knowledge of protocol to a range of tourism and hospitality related activities.

Nominal Hours: 25
Required Reading: -
Assessment: Tests, assignments, presentations.