DISCLAIMER

The information contained in Victoria University’s 2010 Faculty of Workforce Development Handbook was current at 31 August 2009.

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

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

IMPORTANT INFORMATION

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

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

Victoria University’s 2010 Faculty of 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 2010.

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

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

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University’s Faculty of Workforce Development Handbook in 2010. Although all attempts have been made to make the information as accurate as possible, students should check with the faculty that the information is accurate when planning their courses.

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

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

OTHER INFORMATION

Information about course fees, articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
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Below are details of courses offered by the Faculty Delivered - WFD in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

DIPLOMA OF MANAGEMENT

Course Code: BSB51107


Scope of Delivery: Part Time, Full Time

Career Opportunities: Manager.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other

Selection Criteria: Interview, Portfolio, Written Application, Employer Choice

Course Duration: 1 year

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
BSBHRM402A  RECRUIT, SELECT AND INDUCT STAFF 50
BSBWOR502A  ENSURE TEAM EFFECTIVENESS 60
BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
BSBADM502B  MANAGE MEETINGS 30
BSBMGT404A  LEAD AND FACILITATE OFFSITE STAFF 40
BSBMGT605B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS 50

Please contact the School of Enterprise on 9919 6209 for further information.

Frontline Management: Choose 5 core units

BSBCUS501A  MANAGE QUALITY CUSTOMER SERVICE 40
BSBMGT516A  FACILITATE CONTINUOUS IMPROVEMENT 60
BSBHRM509A  ENSURE A SAFE WORKPLACE 60
BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT 60
BSBWOR502A  ENSURE TEAM EFFECTIVENESS 60
Choose 3 elective units

BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS 70
BSBINM501A  MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM 50
BSBLED501A  DEVELOP A WORKPLACE LEARNING ENVIRONMENT 60
BSBMGT515A  MANAGE OPERATIONAL PLAN 60
BSBPMG510A  MANAGE PROJECTS 60
BSBADM502B  MANAGE MEETINGS 30
BSBMGT404A  LEAD AND FACILITATE OFFSITE STAFF 40
BSBMGT605B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS 50

Please contact the School of Enterprise on 9919 6209 for further information.
SCHOOL OF BUSINESS AND HOSPITALITY

Below are details of courses offered by the School of Business and Hospitality in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL BUSINESS)
Course Code: 21613VIC
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: Operational and management roles in International Trade businesses.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection criteria: Direct Entry, Written Application, Written Test, VTAC To qualify for admission to this course, students must have completed all the Training Package qualifications of BSB41107 Certificate IV in International Trade and/or their equivalent.
Course Duration: 0.5 years
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.

COURSE INFORMATION

CERTIFICATE IV IN BUSINESS (PUBLIC RELATIONS) (I)
Course Code: 21639VIC
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: When you graduate you will be a trainee/clerk in a Public Relations or Marketing agency.
Course Objectives: This course provides students with the skills and knowledge to work in a range of PR industries.
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Interview, Written Test
Course Duration: 1 year
Course Structure: This course is one year full-time.
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
- CUFWR04A WRITE PRESENTATION MATERIAL 20
- CUSGEN05B MAKE PRESENTATIONS 35
- BSBMKG408A CONDUCT MARKET RESEARCH 80
- ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
- ICPMM65A CREATE WEB PAGES WITH MULTIMEDIA 50
- BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS 50
- BSB5BN403A PROMOTE THE BUSINESS 50
Elective Units of Study
One unit of study from the following:
- BSCCAN412A PROMOTE INNOVATION AND CHANGE 50
- BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS 60
- BSB5BN405A 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.
Scope of Delivery: Part Time, Full Time
Career Opportunities: When you graduate you will be qualified to work as a PR consultant, Marketing Communications Officer or Public Relations Account Manager.
Course Objectives: This course provides students with the skills and knowledge to work in a range of PR industries.
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry
Course Duration: To be advised.
Course Structure: One year full time
Pre-requisite Units of Study
Successful completion of 21639VIC Certificate IV in Business (Public Relations).
Core Units of Study
- PUACOM004A  MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES 25
- VBPP336  DEVELOP STRATEGIC PR WRITING 50
- BSBCMN420A  WRITE COMPLEX DOCUMENTS 50
- CHCPOLS5A  MANAGE RESEARCH ACTIVITIES 75
- OR
- PSPGOV504B  COORDINATE RESEARCH AND ANALYSIS 60
- CUSADM07A  ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
- CUFFMEM07A  APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 60
- BSBFLM512A  ENSURE TEAM EFFECTIVENESS 60
- BSBMGT504A  MANAGE BUDGETS AND FINANCIAL PLANS 60
- BSBPUB504A  DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS 40
- PSPGOV601B  APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS 60
- BSBPUB503A  MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES 50
- CUFFSAF01A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
- CUFGEN01A  DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
- Elective Units of Study
Select two competencies from the following: (or relevant endorsed competencies at Diploma or Advanced Diploma level)
- BSBPUB502A  DEVELOP AND MANAGE COMPLEX PUBLIC RELATIONS CAMPAIGNS 50
- BSBPUB501A  MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS 45
- BSBMKG604A  DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS 50
- BSBADV502A  DEVELOP AN ADVERTISING CAMPAIGN 100
- CULLB510B  DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
- BSBADV506A  EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS 60
- BSBMKG503A  DEVELOP A MARKETING COMMUNICATIONS PLAN 50
- CUSADM01A  PREPARE A PROPOSAL 50
- OR
- BSBPM607A  DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS 40
- CUSADM05A  DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN 70
For further information contact the School on (03) 9919 8686.

DIPLOMA OF BUSINESS AND ENTERPRISE (I)
Course Code: 3113C0207
Campus: Footscray Nicholson, City King St.
Scope of Delivery: Full Time
Career Opportunities: Whilst the course is primarily designed to provide a pathway to higher level studies, students who exit with the Diploma of Business & Enterprise will have acquired a range of vocational skills relevant to working in the business world.
Course Objectives: This course is offered to international students with a pathway to higher 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. The Diploma of Business & Enterprise aims to develop a broad range of business knowledge and skills to enable students to successfully undertake further study at undergraduate level in business including chosen specialist disciplines.
This course provides students with an understanding of Australian and international business cultures, business principles, organisational structures and socio-political-legal environment in which business operates. This course will also provide English language and literacy development, academic study skills and computer skills development. Consequently students will acquire academic knowledge, vocational competencies, improved English language and literacy skills and enhanced academic study skills. As a result they will be better prepared to successfully complete their subsequent tertiary studies.
The course provides overseas students with the opportunity to undertake a structured introduction to tertiary studies (Higher Education and Vocational Education) in Business disciplines in an Australian educational context.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other, IELTS level
Selection Criteria: Direct Entry
Successful completion of VCE/VCAL or equivalent, Other Direct

BSBCCO303A  CONDUCT A TELEMARKETING CAMPAIGN 40

Electives:
BSBWOR301A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
BSBWOR203A  WORK EFFECTIVELY WITH OTHERS 15
BSBPRO401A  DEVELOP PRODUCT KNOWLEDGE 30
BSBOHS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE 20
BSBCUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBCCO301A  USE MULTIPLE INFORMATION SYSTEMS 40

Core:
Business Services Training Package.
Packages must not duplicate units selected from or available within the BSB07 industry requirements and the qualification level. Units selected from other Training Package or any other currently endorsed national core units plus 6 electives. The 6 elective units may be selected from the elective course Structure:

Course Structure: Students are required to successfully complete 8 units of study as selected by the School.

3113C0207U01 ACCOUNTING 120
3113C0207U02 BUSINESS LAW PRINCIPLES 90
3113C0207U03 BUSINESS MATHEMATICS & STATISTICS 90
3113C0207U04 ECONOMICS 90
3113C0207U05 INFORMATION SYSTEMS 90
3113C0207U06 MARKETING 90
3113C0207U07 MANAGEMENT 90
3113C0207U09 BUSINESS COMMUNICATIONS 120

CERTIFICATE III IN CUSTOMER CONTACT
Course Code: BSB30207
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Call/Contact Centre Agent, Customer Service Representative, Senior Customer Service Representative, Telesales Representative.
Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in call centres and businesses in a wide variety of contexts. They apply solutions to a defined range of customer service queries, unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This course aligns with the University's Strategic objectives of meeting the educational and training needs of students, staff and industry in the western metropolitan region.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Direct Application.
Selection Criteria: Written Test, Employer Choice
Course Duration: 1 year
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 IV 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:
BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS 40
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
BSBOHS301B APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE 20
BSBPRO401A DEVELOP PRODUCT KNOWLEDGE 30
BSBWR203A WORK EFFECTIVELY WITH OTHERS 15
BSBWR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
Electives:
BSBCCO303A CONDUCT A TELEMARKETING CAMPAIGN 40

CERTIFICATE IV IN ADVERTISING (I)
Course Code: BSB40107
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: Account Co-ordinator, Art Director, Copywriter, Media Assistant, Media Buyer, Assistant Account Planner, Media Planner.
Course Objectives: 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. 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.
Enter Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Interview, Portfolio, VTAC Course applicants are required to attend an interview.
Course Duration: 1 year
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 520
BSBADV404B SCHEDULE ADVERTISEMENTS 40
BSBMKG401B PROFILE THE MARKET 50
BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS 60

SCHOOL OF BUSINESS AND HOSPITALITY
FACULTY OF WORKFORCE DEVELOPMENT

Plus a minimum of five elective units:

- BSADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS 30
- BSBMKG414A UNDERTAKE MARKETING ACTIVITIES 50
- BSADV503B COORDINATE ADVERTISING RESEARCH 50
- SBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- SBFAI402A REPORT ON FINANCIAL ACTIVITY 30
- BSBMKG413A PROMOTE PRODUCTS AND SERVICES 40
- BSLED401A DEVELOP TEAMS AND INDIVIDUALS 40
- BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
- PSPGOV406B GATHER AND ANALYSE INFORMATION 20
- ICAU1204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- BSBMGT405A PROVIDE PERSONAL LEADERSHIP 50
- BSBOHS407A MONITOR A SAFE WORKPLACE 50
- FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE 60
- Elective Units
- SBCCO301A USE MULTIPLE INFORMATION SYSTEMS 40
- CHCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- BS5MB407A MANAGE A SMALL TEAM 40
- BSBRM503A SUPPORT PERFORMANCE MANAGEMENT PROCESS 40
- SBUC504A IMPLEMENT CUSTOMER SERVICE STANDARDS 30
- BSBWOR503A MANAGE STRESS IN THE WORKPLACE 60

CERTIFICATE IV IN CUSTOMER CONTACT
Course Code: BSB40307
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Analyst, quality assurance coordinator or manager, scheduler, subject matter expert/coach, team leader.

Course Objectives: 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.

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.

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

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

Selection Criteria: Direct Entry, Written Application, Employer Choice
Course Duration: 1 year
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
- SBCCO402A GATHER, COLLATE AND RECORD INFORMATION 40
- SBUC504A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
- BSLED401A DEVELOP TEAMS AND INDIVIDUALS 40
- BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT 40

CERTIFICATE IV IN BUSINESS SALES (I)
Course Code: BSB40407
Campus: St Albans.
Scope of Delivery: Full Time
Career Opportunities: Sales account assistants, sales agents and sales representatives.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Written Application, VTAC
Course Duration: 0.5 years
Course Structure: Completion of a minimum of 10 units: 1 core and 9 electives.

Core unit:
- BSBOHS407A MONITOR A SAFE WORKPLACE 50

Elective units:
- SBCCM401A MAKE A PRESENTATION 30
- SBUC413A PROMOTE PRODUCTS AND SERVICES 40
- SBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
- SBPROM401A DEVELOP PRODUCT KNOWLEDGE 30
- BSLS402A IDENTIFY SALES PROSPECTS 25
- BSLS403A PRESENT A SALES SOLUTION 60
- BSLS404A SECURE PROSPECT COMMITMENT 20
- BSLS405A SUPPORT POST-SALE ACTIVITIES 20
- BSLS406A SELF-MANAGE SALES PERFORMANCE 40
To qualify for admission to the course, an applicant must be undertaken from the following Common Business units:

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

Units from Human Resources domain

- BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES 20
- BSBHR402A RECRUIT AND SELECT PERSONNEL 40
- BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS 100

Units from other Training Packages must not duplicate units selected from the Business Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

All units selected must contribute to and combine to form a work outcome. A maximum of four units may be included from the Assessment and Workplace Training domain.

Selection Criteria: Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.

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

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

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

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

Selection Criteria: Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration: To be advised.

Course Structure: 1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Business (Human Resources) (BSB40801) to Diploma of Business (Human Resources) (BSB50801). 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.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome. A maximum of four units may be included from the Assessment and Workplace Training domain.

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

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

Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

Selection Criteria: Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration: 0.5 years

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.
To qualify for admission to the course, an applicant must
Successful completion of VCE/VCAL or equivalent, IELTS level
Applicants who have not completed Year 12 but who possess appropriate educational
Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Selection Mode:  Current Year 12 applicants: Equivalent National Tertiary Entrance Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Scope of Delivery: Part Time
Career Opportunities: Supervisor, team leader.
Course Objectives: (For continuing students only)
This course develops students skills to enable them to work as middle-level managers in management operations, people management and financial resources and/or information management.
The course trains students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration: To be advised.
Course Structure: 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students can progress from Certificate IV in Business Management to Diploma in Business Management and Advanced Diploma level. Please contact the School for advice. Recognition of Prior Learning may apply.
All units selected are subject to the approval of the Head of School.
Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work outcome.
The following pair of units should not be undertaken within a single qualification:

**CERTIFICATE IV IN BUSINESS MANAGEMENT**

Course Code: BSB41101
Campus: Footscray Nicholson.
Scope of Delivery: Part Time
Career Opportunities: Supervisor, team leader.
Course Objectives: (For continuing students only)

This course develops students skills to enable them to work as middle-level managers in management operations, people management and financial resources and/or information management.

The course trains students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

**Selection Criteria:** Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.

**Course Duration:** To be advised.

**Course Structure:** 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. Note: Students can progress from Certificate IV in Business Management to Diploma in Business Management and Advanced Diploma level. Please contact the School for advice. Recognition of Prior Learning may apply.

All units selected are subject to the approval of the Head of School.

Units from other Training Packages must not duplicate units selected from the Business Training Package. All units selected must contribute to and combine to form a work outcome.

The following pair of units should not be undertaken within a single qualification:

**CERTIFICATE IV IN INTERNATIONAL TRADE**

Course Code: BSB41107
Campus: Footscray Nicholson.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Export Customer Service Coordinator, Exporter, Importer, Trade Coordinator.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Interview, VTAC Course applicants are required to attend an interview.
Course Duration: 1 year
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
- BSBINT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE 30
- BSBINT409B PLAN FOR INTERNATIONAL TRADE 50
- BSBINT405B 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
- BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION 40
- BSBCOM401B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS 20
- BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS 100
- BSBWR401A WRITE COMPLEX DOCUMENTS 50
- BSBFIN402A REPORT ON FINANCIAL ACTIVITY 30
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBEB401A REVIEW AND MAINTAIN A WEBSITE 50
- BSBRE401A ESTABLISH NETWORKS 35
- BSBMKG414A UNDERTAKE MARKETING ACTIVITIES 50
- BSBIC401A CREATE AND USE DATABASES 30
- PSPG00408B GATHER AND ANALYSE INFORMATION 30
- ICAU204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- BSBMM401A MAKE A PRESENTATION 30

CERTIFICATE IV IN MARKETING (I)

Course Code: BSB41307
Campus: St Albans.
Scope of Delivery: Full Time
Career Opportunities: Marketing assistant, direct marketing assistant, marketing coordinator or public relations officer.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other, IELTS level 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 Criteria: Direct Entry, VTAC Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration: 1 year
Course Structure: This course is a 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.

Elective Units of Study

- BSBEB401A REVIEW AND MAINTAIN A WEBSITE 50
- BSBWR401A WRITE COMPLEX DOCUMENTS 50
- BSBFIN402A REPORT ON FINANCIAL ACTIVITY 30
- BSBWOR402A PROMOTE TEAM EFFECTIVENESS 50
- BSBIC401A CREATE AND USE DATABASES 30
- PSPG00408B GATHER AND ANALYSE INFORMATION 30
- ICAU204B LOCATE AND USE RELEVANT ONLINE INFORMATION 20
- BSBMM401A MAKE A PRESENTATION 30

CERTIFICATE IV IN PROJECT MANAGEMENT

Course Code: BSB41507
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Project Coordinator, Project Management Officer, Project Team Member, Project or Program Administrator.
Course Objectives: This course will be delivered part time to learners who are currently in the workforce and to industry.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent
Selection Criteria: Direct Entry, Employer Choice
Course Duration: 2 months
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
- BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES. 30
- BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES 40
- BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES 40
- BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES 40
- BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES 30
CERTIFICATE IV IN UNIONISM
Course Code: BSB41804
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Graduates may seek employment as Union organisers or a role as a Union shop steward.
Course Objectives: (For continuing students only)
The course aims to provide an accredited program at Australian Qualifications Framework level 4 for students wishing to pursue a career as a Union organiser or shop steward.
The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today’s corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Non-current year 12 applicants: ENTER and/or academic record*.  Middle-band: 1 year
Selection criteria: Employer Choice
Course Duration: 1 year
Course Structure: Successful completion of 10 units with a minimum of 4 units from Unionism domain as listed in the Training Package.
Complete 4 units of study from the following Unionism domain:
BSBUN401A DEVELOP AND IMPLEMENT AN 75
BSBUN402A EMPOWER MEMBERS 55
BSBUN403A COMMUNICATE WITH WORKERS 55
BSBUN404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL MEMBERS 40
BSBUN405A PROMOTE THE VALUES, PRINCIPLES AND POLICIES OF THE UNION 90
BSBUN406A UNDERTAKE BARGAINING 60
BSBUN407A PROVIDE ADVICE TO UNION MEMBERS AND UNDERTAKE NEGOTIATIONS 50
BSBUN408A PREPARE CASES FOR THE UNION 20
BSBUN409A APPEAR BEFORE TRIBUNALS AND REPRESENT MEMBERS 20
Complete 3 units of study from the following:
BSBCMN402A DEVELOP WORK PRIORITIES 30
BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS 30
BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
BSBCMN407A COORDINATE BUSINESS RESOURCES 30
BSBCMN408A REPORT ON FINANCIAL ACTIVITY 30
BSBCMN409A PROMOTE PRODUCTS AND SERVICES 20
BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES 40
BSBCMN411A MONITOR A SAFE WORKPLACE 50
BSBCMN412A PROMOTE INNOVATION AND CHANGE 50
BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES 40
BSBCMN414A UNDERTAKE MARKETING ACTIVITIES 50
BSBCMN415A MANAGE FIRST AID POLICY 40
BSBCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSBCMN417A COORDINATE CUSTOMER SERVICE ACTIVITIES 30
BSBCMN418A ADDRESS CUSTOMER NEEDS 50
BSBCMN419A MANAGE PROJECTS 60
BSBCMN420A WRITE COMPLEX DOCUMENTS 50
BSBFLM412A PROMOTE TEAM EFFECTIVENESS 50

CERTIFICATE IV IN UNIONISM AND INDUSTRIAL RELATIONS
Course Code: BSB41807
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Union Organiser, Workplace Union Representative
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.
This course aligns with the University’s Strategic objectives of meeting the educational and training needs of students, staff and industry in the western metropolitan region.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other
Selection Criteria: Written Application, Employer Choice
Course Duration: 1 year
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
### DIPLOMA OF BUSINESS

**Course Code:** BSB50101  
**Campus:** Footscray Nicholson, Industry, City King St.

#### Scope of Delivery:
- Part Time, Full Time

#### Career Opportunities:
- Management.

#### Course Objectives:
(For continuing students only)

The course is a generic business program to provide the knowledge and skills required to pursue a management role.

The course is a generic business program which aims to provide the knowledge and skills required for a person wishing to pursue a management role.

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

Selection Mode:  
- Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.  
- Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*  

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

#### Selection Criteria:
Direct Entry, Employer Choice Course applicants are assessed and ranked against course selection criteria available from the School.

#### Course Duration:
To be advised.

#### 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:

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<th>Code</th>
<th>Title</th>
<th>Credit</th>
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<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
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<td>BSBADM503A</td>
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<td>BSBADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
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<td>BSBADM507A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
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<tr>
<td>BSBADM508A</td>
<td>PROVIDE LEADERSHIP IN THE WORKPLACE</td>
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<td>BSBADM509A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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<td>FACILITATE WORK TEAMS</td>
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<td>QUALITY CUSTOMER SERVICE</td>
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<td>BSBADM512A</td>
<td>FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION</td>
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<tr>
<td>BSBADM513A</td>
<td>ENSURE TEAM EFFECTIVENESS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM514A</td>
<td>MANAGE PEOPLE</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM515A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM516A</td>
<td>MANAGE PERFORMANCE MANAGEMENT SYSTEM</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM517A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM518A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM519A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM520A</td>
<td>MANAGE ENVIRONMENT PERFORMANCE</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM521A</td>
<td>FORECAST MARKET AND BUSINESS NEEDS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM522A</td>
<td>EVALUATE MARKETING OPPORTUNITIES</td>
<td>80</td>
</tr>
<tr>
<td>BSBADM523A</td>
<td>ESTABLISH AND ADJUST THE MARKETING MIX</td>
<td>80</td>
</tr>
<tr>
<td>BSBADM524A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM525A</td>
<td>MANAGE PROJECT SCOPE</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM526A</td>
<td>MANAGE PROJECT COSTS</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM527A</td>
<td>MANAGE PROJECT QUALITY</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM528A</td>
<td>PROVIDE PROPERTY ASSET MANAGEMENT SERVICES</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM529A</td>
<td>FACILITATE CONTINUOUS IMPROVEMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM530A</td>
<td>MANAGE PROGRAM QUALITY</td>
<td>60</td>
</tr>
<tr>
<td>BSBADM531A</td>
<td>MANAGE POLICY DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>BSBADM532A</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
</tr>
</tbody>
</table>
DIPLOMA OF ADVERTISING (I)

Course Code: BSB50107

Campus: Footscray Nicholson.

Scope of Delivery: Full Time

Career Opportunities: Managing Advertising Function, Media Planner, Media Buyer, Copywriter, Copy Director.

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.

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

Selection Criteria: Direct Entry, Interview, Portfolio, VTAC Course applicants are required to attend an interview.

Course Duration: 0.5 years

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV512A</td>
<td>DEVELOP AN ADVERTISING STRATEGY AND BRIEF</td>
<td>60</td>
</tr>
<tr>
<td>BSBWR5070A</td>
<td>WRITE PERSUASIVE COPY</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV503B</td>
<td>COORDINATE ADVERTISING RESEARCH</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV510A</td>
<td>CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>DEVELOP A MEDIA PLAN</td>
<td>60</td>
</tr>
</tbody>
</table>

Plus a minimum of three elective units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT501A</td>
<td>ORIGINATE AND DEVELOP CONCEPTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBMKG510A</td>
<td>PLAN ELECTRONIC MARKETING COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>BSBMKG514A</td>
<td>IMPLEMENT AND MONITOR MARKETING ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV511A</td>
<td>EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS</td>
<td>50</td>
</tr>
</tbody>
</table>

To be advised.

18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students must complete the Certificate IV in Business Management, prior to commencing the Diploma program. Please contact the School for advice. Recognition of Prior Learning may apply.

The course consists of eight units. A minimum of five units to be undertaken from the following Strategic Management domain:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBNGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
<td>60</td>
</tr>
<tr>
<td>BSBNGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>70</td>
</tr>
<tr>
<td>BSBNGT503A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBNGT504A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
<td>60</td>
</tr>
<tr>
<td>BSBNGT505A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>BSBNGT506A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>60</td>
</tr>
<tr>
<td>BSBNGT507A</td>
<td>MANAGE ENVIRONMENTAL PERFORMANCE</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus three units from the SB01 Business Services Training Package, of which a minimum of 2 units must be from a qualification at Diploma level; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

All units selected must contribute to and combine to form a work outcome.
DIPLOMA OF BUSINESS (ADVERTISING)
Course Code: BSB50601
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: Account Management, Media Planning and Production.
Course Objectives: (For continuing students only)
This course develops the skills and knowledge of students who seek advertising careers.

The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising agency or the media department in a medium to large organisation.

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

Selection Criteria: Direct Entry, Interview Course applicants are assessed and ranked against course selection. Applicants are required to attend an interview.

Course Duration: To be advised.

Course Structure: One year full-time including the Certificate IV in Business (Advertising) delivered concurrently.

All units selected are subject to the approval of the Head of School.

Units from other Training Packages must not duplicate units selected from the Business Training Package.

All units selected must contribute to and combine to form a work outcome.

The Diploma program is a minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>DEVELOP A CREATIVE CONCEPT</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>WRITE PERSUASIVE COPY</td>
<td>40</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>COORDINATE ADVERTISING RESEARCH</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>CREATE ADVERTISEMENTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>EVALUATE AND RECOMMEND ‘ABOVE THE LINE’ MEDIA OPTIONS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>DEVELOP A MEDIA PLAN</td>
<td>60</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>PRESENT AN ADVERTISING CAMPAIGN</td>
<td>80</td>
</tr>
</tbody>
</table>

Plus three units from the (BSBD01) Business Services Training Package or any endorsed Training Package of which a minimum of two must be from a Diploma level and the remaining unit may be from a lower or higher level qualification.

DIPLOMA OF HUMAN RESOURCES MANAGEMENT (I)
Course Code: BSB50607
Scope of Delivery: Part Time, Full Time
Career Opportunities: Consultant, Manager, Advisor or Senior Officer in the Human Resource field.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level

Selection Criteria: Direct Entry, Interview, VTAC Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration: 1 year

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 5 elective.

At least 3 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM501A</td>
<td>MANAGE HUMAN RESOURCES SERVICES</td>
<td>60</td>
</tr>
<tr>
<td>BSBHRM503A</td>
<td>MANAGE PERFORMANCE MANAGEMENT SYSTEMS</td>
<td>60</td>
</tr>
<tr>
<td>BSBHRM504A</td>
<td>MANAGE WORKFORCE PLANNING</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM505A</td>
<td>MANAGE REMUNERATION AND EMPLOYEE BENEFITS</td>
<td>60</td>
</tr>
<tr>
<td>BSBHRM509A</td>
<td>MANAGE REHABILITATION &amp; RETURN TO WORK</td>
<td>50</td>
</tr>
<tr>
<td>BSBFIM502A</td>
<td>MANAGE PAYROLL</td>
<td>30</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>MANAGE BUDGETS &amp; FINANCIAL PLANS</td>
<td>70</td>
</tr>
<tr>
<td>BSBWRK509A</td>
<td>MANAGE INDUSTRIAL RELATIONS</td>
<td>80</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES</td>
<td>60</td>
</tr>
<tr>
<td>BSBINN501A</td>
<td>MANAGE ORGANISATIONAL CHANGE</td>
<td>60</td>
</tr>
<tr>
<td>BSBRSK501A</td>
<td>MANAGE RISK</td>
<td>60</td>
</tr>
<tr>
<td>BSBPM6510A</td>
<td>MANAGE PROJECTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBWOR501A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>60</td>
</tr>
<tr>
<td>BSB0HSS509A</td>
<td>ENSURE A SAFE WORKPLACE</td>
<td>60</td>
</tr>
</tbody>
</table>
DIPLOMA OF BUSINESS (HUMAN RESOURCES)
Course Code: BSB50801
Campus: Footscray Nicholson.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Human Resource Officer.
Course Objectives: (For continuing students only)
This course provides students with the skills and knowledge required by human resources professionals.
The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

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

Selection Criteria: Direct Entry Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration: To be advised.

Course Structure:
Core Units of Study

- BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES 80
- 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
- BSBHR507A MANAGE SEPARATION/TERMINATION 40
- BSBHR508A MANAGE WORK/LIFE SKILLS 60
- BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS 40

Elective Units of Study

- BSBANK516A PROFILE INTERNATIONAL MARKETS 60
- BSBANK517A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS 60
- BSBANK511A ANALYSE DATA FROM INTERNATIONAL MARKETS 60
- BSBANK512A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS 60
- BSBANK513A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS 50

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.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Brand Managers, Category Managers, Direct Marketing Managers, Marketing Team Leaders and Public Relations Managers.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other, IELTS level
Selection Criteria: Direct Entry, VTAC Course applicants are assessed and ranked against course selection criteria available from the School.
Course Duration: 0.5 years
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.
Complete 5 core units listed below:
- 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
- BSBMKG515A CONDUCT A MARKETING AUDIT 40
Plus three electives:
- BSBMKG409A DESIGN DIRECT RESPONSE OFFERS 60
- BSBMKG608A 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
Scope of Delivery: Full Time
Career Opportunities: Account Director, Account Planning Manager, Client Services Executive, Client Services Director.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Interview, VTAC Course applicants are required to attend an interview.
Course Duration: 0.5 years
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 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:
- BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF 60
- BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN 60
- BSBADV603B MANAGE ADVERTISING PRODUCTION 70
- BSBADV604B EXECUTE AN ADVERTISING CAMPAIGN 70
- BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS 60
Plus a minimum of three elective units:
- BSBMKG603B MANAGE THE MARKETING PROCESS 50
- BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
- BSBMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN 60
- BSBCOM603B PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM 50

ADVANCED DIPLOMA OF MANAGEMENT
Course Code: BSB60407
Scope of Delivery: Part Time
Career Opportunities: When you graduate you will be qualified to work in management roles such as area manager, department manager or regional manager.
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.
Entry Requirements: Successful completion of VCE/VCAL or equivalent
Selection Criteria: Direct Entry, Interview, Written Application, Employer Choice
Course Duration: 1 year
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:
- BSBINN601A MANAGE ORGANISATIONAL CHANGE 60
- BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION 60
- BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS 80
Elective units:

- BSBFIM601A  MANAGE FINANCES  80
- BSBOSH601B  DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS  50
- PSPG6026B  ESTABLISH AND MAINTAIN STRATEGIC NETWORKS  40
- BSBMGT502B  MANAGE PEOPLE PERFORMANCE  70
- BSBANG608B  MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT  70
- BSBPMG501A  MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES  60
- BSRSSK501A  MANAGE RISK  60

ADVANCED DIPLOMA OF MARKETING (I)

Course Code: BSB60507

Campus: St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Marketing Officer, Product Manager, Marketing Strategist, Marketing Manager.

Course Objectives: This qualification provides training for persons who provide leadership and strategic direction in the marketing activities of an organization.

The course provides the knowledge and skills to provide leadership and strategic direction in the marketing activities of an organization.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level

Selection Criteria: Direct Entry, VTAC Course applicants are assessed and ranked against course selection criteria available from the School.

Course Duration: To be advised.

Course Structure: Students must successfully complete a minimum of 8 units — 4 core units plus 4 electives. At least 3 electives must be selected from the elective list for this qualification provided in the BSB07 training package.

The other 1 elective 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 the one unit may be selected from a Diploma qualification.

This course is approximately 6 months full-time or equivalent. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students progress through Certificate IV and Diploma of Marketing levels prior to commencing this Advanced Diploma program.

All units selected are subject to the approval of the Head of School.

A minimum of four units to be undertaken from the following Marketing units:

Core Units:

- BSBMKG603B  MANAGE THE MARKETING PROCESS  50
- BSBMKG607B  MANAGE MARKET RESEARCH  50
- BSBMKG608A  DEVELOP ORGANISATIONAL MARKETING OBJECTIVES  60
- BSBMKG609A  DEVELOP A MARKETING PLAN  50

Plus four elective units:

Elective Units:

- BSBFIM601A  MANAGE FINANCES  80
- BSBANG608B  MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT  70
- BSBMGT616A  DEVELOP AND IMPLEMENT STRATEGIC PLANS  80
- BSBMKG605B  EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES  60
- BSBCOM603B  PLAN AND ESTABLISH A COMPLIANCE MANAGEMENT SYSTEM  50

CERTIFICATE II IN TOURISM

Course Code: SIT20107

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: 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 retail travel agency, retail sales assistant in an attraction, museum attendant.

Course Objectives: This is an industry based traineeship for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

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 destination, local or regional area, tourist precinct, site, attraction or on board form of transportation.

Entry Requirements: Other You must be currently employed in an appropriate tourism industry position and your employer must be prepared to sponsor you for a traineeship. Refer to the Apprenticeship and Traineeship section at the back of this brochure.

You must demonstrate to the satisfaction of the Head of School that you are capable of successfully completing the course.

Selection Criteria: Direct Entry, Employer Choice

Course Duration: 1 year

Course Structure: To achieve a Certificate II in Tourism, 11 units must be completed:

All 4 core units and 7 elective units.

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
- SITXOH5001A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  10

Elective Units:

- SITXCOM003A  DEAL WITH CONFLICT SITUATIONS  20
- SITXCOM004A  COMMUNICATION ON THE TELEPHONE  5
- SITXADM001A  PERFORM OFFICE PROCEDURES  20
- SITXADM003A  WRITE BUSINESS DOCUMENTS  25
- SITXFIN001A  PROCESS FINANCIAL TRANSACTIONS  25
- SITXCCS002A  PROVIDE QUALITY CUSTOMER SERVICE  40
- SITTIND001A  OPERATE AN ONLINE INFORMATION SYSTEM  40

CERTIFICATE II IN HOSPITALITY

Course Code: SIT20207

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Bar attendant, bottle shop attendant, catering assistant, food and beverage attendant, housekeeping attendant, porter, receptionist or front office assistant, gaming attendant.
Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

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

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

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

Course Structure: Students must successfully complete 12 units: 6 core units and 6 elective units in accordance with the package rules for the qualification as specified in SIT07 Training Package.

Core Units
- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXHOS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
- SITHFAB020A APPLY FOOD AND BEVERAGE SKILLS IN THE WORKPLACE 1

Elective Units
- SITXFIM001A PROCESS FINANCIAL TRANSACTIONS 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
- SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE 30
- BSBLED010A PLAN SKILLS DEVELOPMENT 20
- SITHCCC007A PREPARE SANDWICHES 6

SIT20307
Scope of Delivery: Full Time
Career Opportunities: Breakfast cook, short order cook, fast food cook.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Entry Requirements: IELTS level
Selection Criteria: Direct Entry, Interview, Employer Choice
Course Duration: 0.5 years

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
- SITHCCC001A ORGANISE AND PREPARE FOOD 20
- SITHCCC002A PRESENT FOOD 6
- SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES 10
- SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES 10
- SITHCCC005A USE BASIC METHODS OF COOKERY 45
- SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE 50
- SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE 25
- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXHOS002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15

Elective Units
- SITHCCC006A PREPARE APPETISERS AND SALADS 25
- SITHCCC007A PREPARE SANDWICHES 6
- SITHCCC008A PREPARE STOCKS, SAUCES AND SOUPS 35
- SITHCCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES 45
- SITHCCC013A PREPARE HOT AND COLD DESSERTS 50
CERTIFICATE III IN TOURISM

Course Code: SIT30107

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Guide and salesperson in an Indigenous cultural centre, cellar door salesperson and guide in a winery, attendant and guide in a museum, attendant in an attraction or theme park, senior ride operator in an attraction or theme park, operations consultant for a tour operator, reservation sales agent for a tour operator.

Course Objectives: 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.

This qualification provides training at Certificate III level for individuals wanting to be competent in a range of well-developed tourism sales, operational and tour delivery skills. Work would be undertaken in an office environment where the planning of tourism products and services takes place, in the field where tourism products are delivered or a combination of both. The field includes any destination, local or regional area, tourist precinct, site, attraction or on board form of transportation.

The qualification reflects the role of skilled operators who apply a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry Requirements: 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 Criteria: Direct Entry, Employer Choice

Course Duration: 1 year

Course Structure: To achieve a Certificate III in Tourism, 15 units must be completed: all 5 core units and 10 elective units.

Elective Units:

SITXCOM003A DEAL WITH CONFLICT SITUATIONS
SITXCOM004A COMMUNICATION ON THE TELEPHONE
SITXADM001A PERFORM OFFICE PROCEDURES
BSBCMN306A PRODUCE BUSINESS DOCUMENTS
SITXFIN001A PROCESS FINANCIAL TRANSACTIONS
SITXCSS002A PROVIDE QUALITY CUSTOMER SERVICE
SITTTSL001A OPERATE AN ONLINE INFORMATION SYSTEM
SITTTSL002A ACCESS AND INTERPRET PRODUCT INFORMATION
SITTTSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE
SITTTSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE
SITTTSL005A SELL TOURISM PRODUCTS AND SERVICES
SITTTSL006A PREPARE QUOTATIONS
SITTTSL007A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM
SITXADM001A PERFORM OFFICE PROCEDURES
SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
SITXIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE
SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
SITXCSS001A PROVIDE VISITOR INFORMATION

Core Units:

CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)

Course Code: SIT30207

Campus: Werribee, Industry.

Scope of Delivery: Full Time

Career Opportunities: Travel consultant, tour desk consultant, international travel consultant, leisure consultant, corporate leisure consultant, corporate consultant, international corporate consultant, online consultant, mobile travel consultant.

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 shop front environment where the planning of customer’s travel and touring arrangements takes place.

Entry Requirements: Other

Selection Criteria: Written Application

Course Duration: 1 year

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 — 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:

SITXIND001A 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
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
SITXCOM004A COMMUNICATION ON THE TELEPHONE
SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
BSBCMN205A USE BUSINESS TECHNOLOGY
BSBCMN306A PRODUCE BUSINESS DOCUMENTS
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
SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
SITXCOM004A COMMUNICATION ON THE TELEPHONE
SITXHSS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
BSBCMN205A USE BUSINESS TECHNOLOGY
BSBCMN306A PRODUCE BUSINESS DOCUMENTS

Elective Units:

SITTTSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE
SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES
SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES

Faculty of Workforce Development
### Elective Units:

- SITTSSLO116A ADMINISTER BILLING AND SETTLEMENT PLAN 20
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITTSSLO12A CONSTRUCT DOMESTIC AIRFARES 35
- SITXFINO001A PROCESS FINANCIAL TRANSACTIONS 25

### Course Code: SIT30507

**Campus:** Industry.

**Scope of Delivery:** Part Time

**Career Opportunities:** When you graduate you will be qualified to be a tour, site or nature-based site guide.

**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.

**Entry Requirements:** Other You must be currently employed in an appropriate tourism industry position and your employer must be prepared to sponsor you for a traineeship.

You must demonstrate to the satisfaction of the Head of School that you are capable of successfully completing the course.

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

**Course Duration:** 1 year

**Course Structure:** Completion of 14 units: all 10 core and 4 elective units.

### Core Units:

- SITXCOM001A WORK WITH COLLEAGUES AND CUSTOMERS 25
- SITXCOM002A WORK IN A SOCIALLY DIVERSE ENVIRONMENT 20
- SITTTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
- SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- SITXHOS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30
- SITTGD0001A WORK AS A GUIDE 90
- SITTGD0006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES 70
- SITTGD0007A DEVELOP AND MAINTAIN THE GENERAL AND REGIONAL KNOWLEDGE REQUIRED BY GUIDES 100
- SITTGD0004A LEAD TOUR GROUPS 30
- HLFA301B APPLY FIRST AID 18

### Elective Units:

- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXFINO001A PROCESS FINANCIAL TRANSACTIONS 25
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
- SITTGD0002A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE 20

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### CERTIFICATE III IN EVENTS (I)

**Course Code:** SIT30607

**Campus:** Sunbury.

**Scope of Delivery:** Full Time

**Career Opportunities:** Event assistant, event administrative assistant, event operations assistant, event operative, Conference assistant, exhibitions assistant.

**Course Objectives:** This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors.

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

**Selection Criteria:** Direct Entry, Written Application

**Course Duration:** 0.5 years

**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
- SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25
- SITXEVT002A PROVIDE EVENT STAGING SUPPORT 30
- SITXHOS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10

**Complete 10 elective units:**

- SITXEVT003A PROCESS AND MONITOR EVENT REGISTRATIONS 60
- SITXEVT004A COORDINATE ON SITE EVENT REGISTRATIONS 40
- SITXCOM006A ADDRESS PROTOCOL REQUIREMENTS 25
- BSBCM306A PRODUCE BUSINESS DOCUMENTS 80
- PRSS0211A MONITOR AND CONTROL INDIVIDUAL AND CROWD BEHAVIOUR 20
- SITTVAF001A PROVIDE VENUE INFORMATION AND ASSISTANCE 20
- SITXCOM003A DEAL WITH CONFLICT SITUATIONS 20
- SITXHOS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS 30
- BSBCM308A MAINTAIN FINANCIAL RECORDS 60
- SITXCCS002A PROVIDE QUALITY CUSTOMER SERVICE 40
### CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY) (I)

**Course Code:** SIT30807  
**Campus:** Footscray Nicholson, Industry, Sunbury.  
**Scope of Delivery:** Full Time  
**Career Opportunities:** Cook.

**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, catererias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

**Entry Requirements:** IELTS level

**Selection Criteria:** Direct Entry, Interview, User Choice (Apprenticeships), Written Application, Employer Choice

**Course Duration:** 1 year

**Course Structure:** To achieve a Certificate III in Hospitality (Commercial Cookery), 29 units must be completed: all 26 core units and a minimum of 3 elective units.

- A minimum of 2 elective units must be selected from the electives listed below. The remaining unit may be selected from any endorsed Training Package.

**Core Units**

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<tr>
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<td>SITXSMGT007A</td>
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### CERTIFICATE IV IN TOURISM (I)

**Course Code:** SIT40207  
**Campus:** Werribee, Industry.  
**Scope of Delivery:** Full Time  
**Career Opportunities:** Senior operations coordinator, operations supervisor, assistant manager, tour operations, reservations sales or call centre supervisor, senior or supervisory retail consultant, corporate or leisure.

**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.

**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, Other, IELTS level

**Selection Criteria:** Interview, Written Application

**Course Duration:** 1 year

**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.

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### Certificate IV in Hospitality (I)

**Course Code:** SIT40307  
**Campus:** Footscray Nicholson, Industry, Sunbury.  
**Scope of Delivery:** Full Time  
**Career Opportunities:** Food and beverage supervisor, front office supervisor, concierge, butler, gaming supervisor.  
**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.  
**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, IELTS level  
**Selection Criteria:** Direct Entry, Interview, VTAC Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the School for the most appropriate method for the intake and time of year). Applicants are advised to attend an information session. Contact the School to find the date relevant for the intake that you are applying for.  
**Course Duration:** 1 year  
**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  
- SITXXCS002A 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 MONITOR WORK OPERATIONS 20  
- SITXOH5001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10  
- SITXOH5002A FOLLOW WORKPLACE HYGIENE PROCEDURES 15  
- SITXOH5004A 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  
- BSLED101A PLAN SKILLS DEVELOPMENT 20  
- BS8W0204 Diana BUSINESS TECHNOLOGY 20  
- HLTA301B 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  
- SITXFIN001A PROCESS FINANCIAL TRANSACTIONS 25  
- SITHFAB008A PROVIDE ROOM SERVICE 15  
- SITHAC5004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS 10  
- SITXEVT009A ORGANISE IN-HOUSE EVENTS OR FUNCTIONS 40  
- SITHCOC007A PREPARE SANDWICHES 6  
- SITHCOC001A 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  

### Diploma of Tourism (I)

**Course Code:** SIT50107  
**Campus:** Werribee.  
**Scope of Delivery:** Full Time  
**Career Opportunities:** Retail Agency manager/branch manager, Operations manager, Visitor information centre manager.  
**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.  
**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, IELTS level  
**Selection Criteria:** Written Application, VTAC  
**Course Duration:** 1.5  
**Course Structure:** To achieve a Diploma of Tourism, 33 units must be completed:  
- all 13 core units  
- all 4 units in Specialisation Group A - Operations
Diploma of Events (I)
Course Code: SIT50207
Campus: Werribee.
Scope of Delivery: Full Time
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.
Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors. Work would be undertaken in both an office environment where event planning and organisation takes place, and at an event site.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Interview, Written Application, VTAC
Course Duration: 1.5
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
- SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE 25
- SITXEVT010A EVALUATE AND ADDRESS EVENT REGULATORY REQUIREMENTS 40
- SITXEVT012A SELECT EVENT VENUES AND SITES 35
- SITXEVT013A MANAGE EVENT STAGING 40
- SITXEVT017A PROVIDE ON SITE EVENT MANAGEMENT SERVICES 60
- SITXFIN003A INTERPRET FINANCIAL INFORMATION 60
- SITXFIN004A MANAGE FINANCES WITHIN A BUDGET 30
- BSBCM205A USE BUSINESS TECHNOLOGY 30
- SITXHRM005A LEAD AND MANAGE PEOPLE 60
- SITXMGT003A MANAGE PROJECTS 60
- SITXMGT006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
- BSBCM205A USE BUSINESS TECHNOLOGY 30
Elective:
- SITTSLO02A ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITXHRN002A RECRUIT, SELECT AND INDUCT STAFF 60
- SITXHRN003A ROSTER STAFF 30
- SITTTSLO013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES 40
- SITXHRN006A MONITOR STAFF PERFORMANCE 50
- SITTTSLO014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES 40
- SITTTSLO03A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE 45
- SITTTSLO04A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE 40
- SITTTSLO05A SELL TOURISM PRODUCTS AND SERVICES 35
- SITTTSLO06A PREPARE QUOTATIONS 30
SITTTSLO12A CONSTRUCT DOMESTIC AIRFARES 35
SITTTSLO008A BOOK AND COORDINATE SUPPLIER SERVICES 20
SITTTSLO009A PROCESS TRAVEL-RELATED DOCUMENTATION 25
SITTTSLO10A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM 120
SITTTSLO16A ADMINISTER BILLING AND SETTLEMENT PLAN 20
DIPLOMA OF HOSPITALITY (I)

Course Code: SIT50307


Scope of Delivery: Full Time

Career Opportunities: 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 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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level

Selection Criteria: Direct Entry, Interview, Written Application, VTAC

Course Duration: 1.5

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.
FACULTY OF WORKFORCE DEVELOPMENT

SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS 10
SITXEV005A 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
SITHCC027A 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
SITXSA001A IMPLEMENT FOOD SAFETY PROCEDURES 40
SITXCC007A PREPARE SANDWICHES 6
SITXCC019A PLAN, PREPARE AND DISPLAY A BUFFET 36
SITXCC015A PLAN AND PREPARE FOOD FOR BUFFETS 25
SITXCC040A DESIGN MENUS TO MEET MARKET NEEDS 30
SITXCC021A HANDLE AND SERVE CHEESE 5

Selection Criteria: Interview, Written Application, VTAC

Course Duration: 2 years

Course Structure: To achieve an Advanced Diploma of Tourism, 40 units must be completed:

- all 22 core units
- 8 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:

- SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE 25
- SITTPPD001A RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS 100
- SITTPPD002A RESEARCH TOURISM DATA 100
- SITXADM003A WRITE BUSINESS DOCUMENTS 25
- SITXCC003A MANAGE QUALITY CUSTOMER SERVICE 30
- 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
- SITXFIN004A MANAGE FINANCES WITHIN A BUDGET 30
- SITXFIN005A PREPARE AND MONITOR BUDGETS 30
- SITXFIN008A MANAGE FINANCIAL OPERATIONS 75
- SITXGLC001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE 80
- SITXHRM005A LEAD AND MANAGE PEOPLE 60
- SITXHRM007A MANAGE WORKPLACE DIVERSITY 60
- SITXMGD001A MONITOR WORK OPERATIONS 20
- SITXMGD002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS 50
- SITXMGD004A DEVELOP AND IMPLEMENT A BUSINESS PLAN 50
- SITXMGD005A MANAGE BUSINESS RISK 60
- SITXMGD006A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS 60
- SITXMPRO005A DEVELOP AND MANAGE MARKETING STRATEGIES 80
- SITXOHSS005A ESTABLISH AND MAINTAIN AN OHS SYSTEM 30

Elective:

- SITXADM004A PLAN AND MANAGE MEETINGS 20
- SITXSL002A ACCESS AND INTERPRET PRODUCT INFORMATION 65
- SITXHRM002A RECRUIT, SELECT AND INDUCT STAFF 60
- SITXHRM003A ROSTER STAFF 30
- SITXHRM006A MONITOR STAFF PERFORMANCE 50
- SITXSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE 45

ADVANCE DIPLOMA OF TOURISM (I)

Course Code: SIT60107

Campus: Werribee.

Scope of Delivery: Full Time

Career Opportunities: Managing director, director, general manager, general manager, sales and marketing, director of sales and marketing, strategic marketing manager, general manager operations, director of operations, business development manager.

Course Objectives: This qualification provides training at Advanced Diploma level for individuals wanting to acquire skills and knowledge to be competent in wide-ranging, highly specialised technical tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management. These strategic management skills are underpinned by a range of operational competencies, chosen as electives.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other, IELTS level.
ADVANCED DIPLOMA OF HOSPITALITY (I)
Course Code: SIT60307
Campus: Footscray Nicholson, Industry, Academy Sofitel

Scope of Delivery: Part Time, Full Time
Career Opportunities: Senior manager in a large hospitality enterprise; owner or manager of a hospitality enterprise.
Possible job titles include: food and beverage manager, area manager or operations manager, rooms division manager, executive housekeeper, secretary or manager, executive chef, café owner or manager, motel owner or manager.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level

Selection Criteria: Direct Entry, Interview, Written Application, VTAC, Employer Choice

Course Duration: 2 years

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>SITHCCC05A</td>
<td>Use Basic Methods of Cookery</td>
<td>45</td>
</tr>
<tr>
<td>SITHCCC08A</td>
<td>Prepare Stocks, Sauces and Soups</td>
<td>35</td>
</tr>
<tr>
<td>SITHCCC01A</td>
<td>Organise and Prepare Food</td>
<td>20</td>
</tr>
<tr>
<td>SITXFIN001A</td>
<td>Process Financial Transactions</td>
<td>25</td>
</tr>
<tr>
<td>SITFAB003A</td>
<td>Serve Food and Beverage to Customers</td>
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<td>SITFAB015A</td>
<td>Prepare and Serve Cocktails</td>
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<td>SITHASC006A</td>
<td>Clean Premises and Equipment</td>
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<td>SITHCCC02A</td>
<td>Present Food</td>
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<tr>
<td>SITFAB011A</td>
<td>Develop and Update Food and Beverage Knowledge</td>
<td>50</td>
</tr>
<tr>
<td>SIRKSL001A</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>HLTFI031B</td>
<td>Apply First Aid</td>
<td>18</td>
</tr>
<tr>
<td>BSBRW204A</td>
<td>Use Business Technology</td>
<td>20</td>
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<tr>
<td>SITXMP004A</td>
<td>Coordinate Marketing Activities</td>
<td>30</td>
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<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>
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<tr>
<td>SITXHRM008A</td>
<td>Manage Workplace Relations</td>
<td>60</td>
</tr>
<tr>
<td>SITHCC030A</td>
<td>Receive and Store Kitchen Supplies</td>
<td>10</td>
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<td>SITHCC04A</td>
<td>Clean and Maintain Kitchen Premises</td>
<td>10</td>
</tr>
<tr>
<td>SITHCC06A</td>
<td>Prepare Appetisers and Salads</td>
<td>25</td>
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<tr>
<td>SITHCC09A</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>
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<tr>
<td>SITHCC011A</td>
<td>Select, Prepare and Cook Seafood</td>
<td>30</td>
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<tr>
<td>SITHCC012A</td>
<td>Select, Prepare and Cook Meat</td>
<td>50</td>
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<tr>
<td>SITHCC013A</td>
<td>Prepare Hot and Cold Desserts</td>
<td>50</td>
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<tr>
<td>SITHCC014A</td>
<td>Prepare Pastries, Cakes and Yeast Goods</td>
<td>40</td>
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<tr>
<td>SITHCC016A</td>
<td>Develop Cost Effective Menus</td>
<td>30</td>
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<tr>
<td>SITHCC027A</td>
<td>Prepare, Cook and Serve Food for Service</td>
<td>50</td>
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<tr>
<td>SITHCC028A</td>
<td>Prepare, Cook and Serve Food for Menus</td>
<td>80</td>
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<tr>
<td>SITHCC029A</td>
<td>Prepare Foods According to Dietary and Cultural Needs</td>
<td>75</td>
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<tr>
<td>SITXPS001A</td>
<td>Implement Food Safety Procedures</td>
<td>40</td>
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<tr>
<td>SITXCC007A</td>
<td>Prepare Sandwiches</td>
<td>6</td>
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<tr>
<td>SITXCC020A</td>
<td>Prepare Portion-Controlled Meat Cuts</td>
<td>24</td>
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<tr>
<td>SITXCC019A</td>
<td>Plan, Prepare and Display a Buffet</td>
<td>36</td>
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<tr>
<td>SITXCC015A</td>
<td>Plan and Prepare Food for Buffets</td>
<td>25</td>
</tr>
<tr>
<td>SITXCC040A</td>
<td>Design Menus to Meet Market Needs</td>
<td>30</td>
</tr>
<tr>
<td>SITXCC021A</td>
<td>Select and Serve Cheese</td>
<td>5</td>
</tr>
<tr>
<td>SITHASC003A</td>
<td>Provide Porter Services</td>
<td>10</td>
</tr>
<tr>
<td>SITHASC005A</td>
<td>Prepare Room for Guests</td>
<td>25</td>
</tr>
<tr>
<td>SITHASC007A</td>
<td>Launder Linen and Guest Clothes</td>
<td>20</td>
</tr>
<tr>
<td>SITXADM001A</td>
<td>Perform Office Procedures</td>
<td>20</td>
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<tr>
<td>FDFCD20B</td>
<td>Evaluate Wine Standard</td>
<td>40</td>
</tr>
<tr>
<td>SITTSLS007A</td>
<td>Receive and Process Reservations</td>
<td>30</td>
</tr>
<tr>
<td>SITHAC001A</td>
<td>Provide Accommodation Reception Services</td>
<td>30</td>
</tr>
<tr>
<td>SITXEV005A</td>
<td>Organise In-House Events or Functions</td>
<td>40</td>
</tr>
<tr>
<td>SITHCCC05A</td>
<td>Use Basic Methods of Cookery</td>
<td>45</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)**

Course Code: THH31502

**Course Structure:**

- **Course Duration:** To be advised.
- **Course Description:**
  - The course trains students in the principles and methods of food preparation for a commercial food environment.
  - The course aims to provide training and knowledge required for employment as a qualified cook.

**Entry Requirements:**

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

**Selection Criteria:**

- Direct Entry

*Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.*
THHBC04B  PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES  45  
THHBC05B  PREPARE AND COOK POULTRY AND GAME  25  
THHBC06B  PREPARE AND COOK SEAFOOD  30  
THHBC07B  SELECT, PREPARE AND COOK MEAT  50  
THHBC08B  PREPARE HOT AND COLD DESSERTS  50  
THHBC09B  PREPARE PASTRY, CAKES AND YEAST GOODS  40  
THHBC10B  PLAN AND PREPARE FOOD FOR BUFFETS  25  
THHBC11B  IMPLEMENT FOOD SAFETY PROCEDURES  25  
THHBCAT01B  PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS  70  
THHBC12B  PLAN AND CONTROL MENU-BASED CATERING  30  
THHGG01B  COMMUNICATE ON THE TELEPHONE  10  
THHGC02B  PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS  45  
THHGS03B  DEAL WITH CONFLICT SITUATIONS  20  
THHGTR01B  COACH OTHERS IN JOB SKILLS  20  
THHCCH02A  PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)  80

Elective Units of Study

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

- Commercial Cookery;
- Commercial Catering;
- Asian Cookery.

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

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

CERTIFICATE III IN HOSPITALITY (OPERATIONS)

Course Code: THH33002

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Food and beverage attendant in a gaming restaurant or hotel venue.

Course Objectives: (For continuing students only)

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.

The course provides training and knowledge required for hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.

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

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

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: Industry based traineeship over 568 nominal hours. This course is offered as a Traineeship only.

Core Units of Study

THHGOR01B  WORK WITH COLLEAGUES AND CUSTOMERS  20  
THHGOR02B  WORK IN A SOCIALLY DIVERSE ENVIRONMENT  20  
THHGOR03B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  5  
THHCC01B  DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE  25  
THHGHS01B  FOLLOW WORKPLACE HYGIENE PROCEDURES  15  
THHGG01B  COMMUNICATE ON THE TELEPHONE  10  
THHGC02B  PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS  45  
THHGCS03B  DEAL WITH CONFLICT SITUATIONS  20  
THHGTR01B  COACH OTHERS IN JOB SKILLS  20

Elective Units of Study

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

- Food and Beverage;
- Gaming;
- Front Office;
- Housekeeping;
- Commercial Catering;
- Patisserie;
- Asian Cookery;
- Sales/Office Operations;
- Wine Tourism;
- Commercial Cookery.

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

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF09B Provide responsible service of alcohol must be selected.
CERTIFICATE IV IN HOSPITALITY (SUPERVISION)
Course Code: THH42602
Campus: Footscray Nicholson, Sunbury.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Supervisor in restaurant or food and beverage operation.
Course Objectives: (For continuing students only)
This course provides training and knowledge for team leaders or supervisors across all areas of the hospitality industry.
The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, VTAC Entry Requirements To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Application for admission is either through a TAFE Direct Admission form or VTAC depending on the intake (check with the School for the most appropriate method for the intake and time of year). Applicants are advised to attend an information session. Contact the School to find the date relevant for the intake that you are applying for.
Course Duration: To be advised.
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
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<th>Course Title</th>
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<td>THHCOR02B</td>
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<td>THHCOR03B</td>
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<td>THHCO01B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
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<tr>
<td>THHGGO7B</td>
<td>CONTROL AND ORDER STOCK</td>
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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 THBFB09B Provide responsible service of alcohol must be selected.
SUBJECTS

Below are subject details for courses offered by the School of Business and Hospitality in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

3113C0207U01 ACCOUNTING

Locations: Footscray Nicholson, City King St
Prerequisite(s): To be advised.
Content: This unit will provide the participant with the knowledge and skills to have a working understanding of the role and broad principles underlying planning and decision making within a business environment.
Unit Hours: 120
Assessment: Project and/or group based work, assignments, tests, practical exercise, examinations.

3113C0207U02 BUSINESS LAW PRINCIPLES

Locations: Footscray Nicholson, City King St
Prerequisite(s): To be advised.
Content: The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English.
The unit will cover:
- Sources of Australian law
- Common law
- Statute law
- Precedent law
- Legal framework impacting on commercial law for business
- Employment Relationships &amp; Occupational Health &amp; Safety
- Principal Agent
- Negligence
- Contract Law and its relationship to consumer law
- Business entities
Unit 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
Prerequisite(s): To be advised.
Content: This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and management decision making in English.
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.
Unit 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
Prerequisite(s): To be advised.
Content: This unit of study introduces students to the basic principles of economics in terms of the micro and macro environments within which business operates. Students will be introduced to the basic economic tools used to assist in business decision making, to understand the micro and macro environment within which business operates as well as an understanding of domestic and international factors which affect business decision making in a globalised world.
Unit 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.

3113C0207U05 INFORMATION SYSTEMS

Locations: Footscray Nicholson, City King St
Prerequisite(s): To be advised.
Content: This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required solving a range of problems and making strategic decision.
Unit Hours: 90
Assessment: Problem solving, planning and organising, communication, technology, learning, self-management
3113C0207U06 MARKETING

Locations: Footscray Nicholson, City King St

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 90


Assessment: The assessment methods for this unit include, but are not restricted to:
- Skills audit/inventory
- Role plays
- Portfolio of documents
- Analysis of case studies
- Oral presentations
- Reports

3113C0207U07 MANAGEMENT

Locations: Footscray Nicholson, City King St

Prerequisite(s): To be advised.

Content: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management.

• 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

Unit Hours: 90


Assessment: Research assignments of approximately 1000 words, Oral presentations, Case study analysis, Group exercises, Written short answer assignments, Tests/exams.

3113C0207U08 PROFESSIONAL PRACTICE

Locations: Footscray Nicholson, City King St

Prerequisite(s): To be advised.

Content: This unit will provide the participant with an understanding of the underpinning concepts of business and the related environment. The unit will focus on the principles of effective business communication, including the knowledge and skills to develop and integrate written and oral communication skills.

Unit Hours: 120


Assessment: The assessment methods for this unit include, but are not restricted to:
- Skills audit/inventory
- Role plays
- Portfolio of documents
- Analysis of case studies
- Oral presentations
- Reports

3113C0207U09 BUSINESS COMMUNICATIONS

Locations: Footscray Nicholson, City King St

Prerequisite(s): There are no pre-requisites for this unit

Content: This unit will provide the participant with an understanding of the underpinning concepts of business and the related environment. The unit will focus on the principles of effective business communication, including the knowledge and skills to develop and integrate written and oral communication skills.

Unit Hours: 120

Required Reading: Student Manual - Business Communications Student Manual 1 Victoria University

Assessment: To be advised.

BSBADM302B PRODUCE TEXTS FROM NOTES

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to take notes from oral or printed sources to produce accurate text. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 60

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM311A MAINTAIN BUSINESS RESOURCES

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 15

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.
BSBADV402B CONDUCT PRE-CAMPAIGN TESTING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to pilot an advertising campaign and to make adjustments that will maximise the effectiveness of the campaign.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV403B MONITOR ADVERTISING PRODUCTION

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre production, production and post production work for advertisements.
Unit Hours: 520
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV404B SCHEDULE ADVERTISEMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and cost media schedules, to book advertising time/space and to lodge advertisements.
Unit Hours: 40
Integrated Marketing Communications Chitty et al. (2007). Australia, Thomson
Advertising Yeshin. (2007). Australia, Thomson
Consumer Behaviour - An Asia Pacific Approach Blackwell et al. (2007). Australia, Thomson
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV502A WRITE PERSUASIVE COPY

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Unit Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV503B COORDINATE ADVERTISING RESEARCH

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507A DEVELOP A MEDIA PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Unit Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507B DEVELOP A MEDIA PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea to a consumer using mass electronic media.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV511A EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.
Unit Hours: 60
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603B MANAGE ADVERTISING PRODUCTION
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print advertising.
Unit 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
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Unit Hours: 70
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.
BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.

Unit Hours: 60


Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to effectively use multiple information systems to research information and records, and to maintain up to date customer information.

Unit Hours: 40

Required Reading: No required text.


BSBCCO303A CONDUCT A TELEMARKETING CAMPAIGN

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to undertake a telemarketing campaign which may involve both inbound and outbound calling.

Unit Hours: 40

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Role Plays, Written report

BSBCCO304A PROVIDE SALES SOLUTIONS TO CUSTOMERS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to process sales inquiries requiring complex solutions and follow up to ensure customer satisfaction.

Unit Hours: 40

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBCCO305A PROCESS CREDIT APPLICATIONS

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Written report, Portfolio of evidence

BSBCCO306A PROCESS COMPLEX ACCOUNTS, SERVICE SEVERANCE AND DEFAULTS

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of Evidence, Written report

BSBCCO402A GATHER, COLLATE AND RECORD INFORMATION

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40


BSBCM412A PROMOTE INNOVATION AND CHANGE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.

Unit Hours: 50

Required Reading: To be advised.

Assessment: As per accredited curriculum
BSBCM419A MANAGE PROJECTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBCOM501A IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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. It has been designed to be consistent with Australian Standard AS 3806: Compliance Programs.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfilment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806:2006 Compliance programs.
Unit 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, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfil 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.
Unit 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.

BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
Unit Hours: 40
Required Reading: BSB40307:
See required text below.
Traineeship/BSB40807:
Assessment: BSB40307:
Oral and written questioning, oral presentation, practical demonstration, review of reports & documentation.
BSB40807:
Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational / departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project.

BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
Unit Hours: 40
Required Reading: BSB40307:
See required text below.
Traineeship/BSB40807:
Assessment: BSB40307:
Oral and written questioning, oral presentation, practical demonstration, review of reports & documentation.
BSB40807:
Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational / departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project.
BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS

Locations: Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30

BSBEBSU501A EVALUATE E-BUSINESS OPPORTUNITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers evaluation of the impact of e-business for an industry sector, new opportunities or capabilities provided by the Internet, threats and opportunities related to e-business, and risks / obstacles to be overcome to take advantage of e-business opportunities.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBEBSU502A IMPLEMENT E-CORRESPONDENCE POLICIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBSU506A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBSU507A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers data analysis, review of website Content and updating and maintenance of the business aspects of a website.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.
Unit Hours: 70
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBFIM601A MANAGE FINANCES

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
Unit Hours: 80
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBFLM404A LEAD WORK TEAMS

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBHR402A RECRUIT AND SELECT PERSONNEL

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

BSBHR405A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to work in the industrial relations area and implement organisational policies and procedures.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Unit Hours: 80
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop the organisation’s remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Unit Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR507A MANAGE SEPARATION/TERMINATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHR508A MANAGE WORK/LIFE SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBHRM401A REVIEW HUMAN RESOURCES FUNCTIONS
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a range of human resources functional areas. This is a foundation unit for any person wishing to pursue competency in human resources and provides a sound basis for working across various human resources functional areas.
Unit Hours: 40
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Unit Hours: 40
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM501A MANAGE HUMAN RESOURCES SERVICES
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with under-performance and/or misconduct is also included.
Unit Hours: 60
Required Reading: -

BSBHRM504A MANAGE WORKFORCE PLANNING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.
Unit Hours: 60
BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to implement an organisation’s remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.

Unit Hours: 60
Required Reading: -

BSBHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES

Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

Unit 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.

BSBHRM507A MANAGE SEPARATION OR TERMINATION

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit 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.

BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.

Unit Hours: 50
Required Reading: -
Assessment: Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A MANAGE EMPLOYEE RELATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.

Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

BSBINM301A ORGANISE WORKPLACE INFORMATION

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 30
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBINM302A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 50
Assessment: Students are required to do assignments, tests, projects, case studies.
BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Locations: Footscray Nicholson, Industry, On-line

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation’s effectiveness.

Unit Hours: 40

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBINN601A MANAGE ORGANISATIONAL CHANGE

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit 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

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.

Unit Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to accurately determine and prepare business advice on the export entry or declaration Free on Board (FOB) Value on goods exported from Australia.

Unit Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT409B PLAN FOR INTERNATIONAL TRADE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to effectively plan for the international trade of goods.

Unit Hours: 50

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBITU301A CREATE AND USE DATABASES

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to create simple two table relational databases with reports and queries, for the storage and retrieval of information.

Unit Hours: 30

Required Reading: No required reading.

Assessment: Students are required to do assignments, projects, classwork, tests.
BSBLED101A PLAN SKILLS DEVELOPMENT

Locations: Footscray Nicholson, Industry, St Albans, Sunbury

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.

Unit 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.

BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 60

Required Reading: No required text.

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to implement the organisation’s continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Unit Hours: 40


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

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50


BSBMGT502A MANAGE PEOPLE PERFORMANCE

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 70

Required Reading: Management - Theory & Practice Cole 2005 Prentice Hall Aust
Managing Effectively Saville, Reid 2002 Prentice Hall Aust

Assessment: Oral and written questioning

Oral presentation

Practical demonstration

Research assignment

Written report

BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Determine future people needs; Select appropriate people; Confirm employment arrangements.

Unit Hours: 60

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Confirm organisational mission, vision and purpose; Formulate strategic objectives and strategies; Evaluate and improve strategic performance.

Unit Hours: 60

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.
Unit Hours: 70
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT609A MANAGE RISK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT611A DEVELOP RISK MANAGEMENT STRATEGY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to develop a risk management strategy for an organisation, business unit or complex project or program, and plan for the implementation of the strategy.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.
Unit Hours: 80
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
Unit Hours: 60
Required Reading: -
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBMKG301A RESEARCH THE MARKET

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Confirm business needs; Identify market needs; Identify marketing opportunities.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
Unit Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG401A PROFILE THE MARKET

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG403A ANALYSE MARKET DATA

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Unit Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG408B CONDUCT MARKET RESEARCH

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG409A DESIGN DIRECT RESPONSE OFFERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.
Unit Hours: 30
Required Reading: -
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.
BSMKG414A UNDERTAKE MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.
Unit Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG415A RESEARCH INTERNATIONAL MARKETS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.
Unit Hours: 50
Required Reading: 
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSMKG416A MARKET GOODS & SERVICES INTERNATIONALLY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 70
Required Reading: 
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES
Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Unit Hours: 70
Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSMKG502B ESTABLISH AND ADJUST THE MARKETING MIX
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.
Unit Hours: 60
Required Reading: 
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG506B PLAN MARKET RESEARCH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.
Unit Hours: 50
Required Reading: 
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG507A INTERPRET MARKET TRENDS AND DEVELOPMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.
Unit Hours: 50
Required Reading: 
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSMKG508A PLAN DIRECT MARKETING ACTIVITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.
Unit Hours: 50
Required Reading: 
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.
BSBMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e-marketing plan that integrates electronic communications and website marketing in support of marketing objectives.
Unit Hours: 20
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG511A ANALYSE DATA FROM INTERNATIONAL MARKETS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to analyse data from international markets.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and to take actions to improve marketing performance.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG515A CONDUCT A MARKETING AUDIT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation’s marketing plan.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations
BSBMKG603B MANAGE THE MARKETING PROCESS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
Unit Hours: 50
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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG605B EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG607B MANAGE MARKET RESEARCH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation’s internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skill and knowledge to devise specific marketing strategies and tactics arising from formulation of marketing objectives.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBOHS201A PARTICIPATE IN OHS PROCESSES
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.
Unit Hours: 20
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPM607A DIRECT COMMUNICATIONS MANAGEMENT OF MULTIPLE PROJECTS/PROGRAMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to provide the critical link between people, ideas and information at all stages in the life-cycles of multiple projects across a program. It covers directing project communications and information management, managing program communications and analysing communications management outcomes for projects and programs.
Unit 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
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBPMG402A APPLY TIME MANAGEMENT TECHNIQUES

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

Content: This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES

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

Content: This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES

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

Content: This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects.

Unit Hours: 30

BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES

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

Content: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES

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

Content: This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES

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

Content: This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project.

Unit Hours: 40


Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report
BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.
Unit Hours: 30
Assessment: Oral and written questioning, Research assignment, Written report

BSBPRO401A DEVELOP PRODUCT KNOWLEDGE

Locations: St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.
Unit Hours: 30

BSBPUB401A DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 80
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design, produce and edit public relations documents for various target audiences, and to evaluate their effectiveness in the marketplace.
Unit Hours: 80
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB501A MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 45
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB502A DEVELOP AND MANAGE COMPLEX PUBLIC RELATIONS CAMPAIGNS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB504A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUR301B PURCHASE GOODS AND SERVICES

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to determine purchasing requirements, and make and receive purchases.

Unit Hours: 60


Assessment: Students are required to do assignments, tests, projects, case studies.

BSBPUR501A DEVELOP IMPLEMENT AND REVIEW PURCHASING STRATEGIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to develop, implement and evaluate an organisation's purchasing strategies, and implement improvements to those strategies.

Unit Hours: 60

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR502A MANAGE SUPPLIER RELATIONSHIPS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage relationships with suppliers of larger purchases or multiple smaller purchases, where the relationship is of some significance to the organisation. It covers managing purchasing agreements, resolving disagreements with suppliers, finalising agreements, and reviewing the performance of suppliers.

Unit Hours: 40

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBPUR504A MANAGE A SUPPLY CHAIN

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.

Unit Hours: 60

Required Reading: To be advised.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBREL501A BUILD INTERNATIONAL CLIENT RELATIONSHIPS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.

Unit Hours: 50

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: No required text.

Assessment: TAA50105 Diploma of Training and Assessment/BSB50407 Dip of Bus Admin Assignments, workshop, work-based related projects and integrated assessment and/or presentations.

BSBSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES

Locations: Industry, On-line

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.

Unit Hours: 50

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBSLS402A IDENTIFY SALES PROSPECTS

Locations: St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.

Unit Hours: 60


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS404A SECURE PROSPECT COMMITMENT

Locations: St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to use sales processes associated with securing prospect commitment to proceed with a sale.

Unit Hours: 20


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS405A SUPPORT POST-SALE ACTIVITIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to attend to post sale activities that build and strengthen the partnership between a salesperson and the client, and enhance the prospect of future sales.

Unit Hours: 20

Required Reading: -

Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBSLS406A SELF-MANAGE SALES PERFORMANCE

Locations: St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork.

Unit Hours: 40


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSMB407A MANAGE A SMALL TEAM

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace. Specific legal requirements apply to the management of a small business.

Unit Hours: 40


BSBWOR201A MANAGE PERSONAL STRESS IN THE WORKPLACE

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage personal stress in a customer contact environment.

Unit Hours: 40

Required Reading: This unit has no required text.

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report

BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Footscray Nicholson, Industry, On-line

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: -

Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence
BSBWRK402A PROMOTE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, Industry, On-line

Prerequisite(s): To be advised.

Content: 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 pro-actively working with the management of the organisation.

Unit Hours: 50

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBWRK403A MANAGE STRESS IN THE WORKPLACE

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage own stress and the stress of others in a team environment.

Unit Hours: 60

Required Reading: No required text.

Assessment: -

BSBWRK404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to demonstrate the values of the union and social justice movements.

Unit 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

Prerequisite(s): To be advised.

Content: 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.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.

Unit Hours: 50

Required Reading: -

Assessment: Assignments, Case studies, Projects and Research.
CUEFIN03B OBTAIN SPONSORSHIP

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to obtain and manage sponsorship for an activity, event or organisation. As such the unit may focus on “one-off” sponsorship arrangements or ongoing activities within an organisation. The unit requires a sound knowledge of sponsorship opportunities and protocols in a given industry context plus a range of communication, negotiation and management skills.

Unit Hours: 80

Required Reading: To be advised.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

FDFCDSEWB EVALUATE WINE STANDARD

Locations: To be advised, Academy Sofitel

Prerequisite(s): To be advised.

Content: This specialist unit has been developed for the cellar door sales stream of the wine sector. It covers the skills and knowledge required to reach an advanced standard of wine evaluation.

Unit Hours: 40

Required Reading: No required reading.

Assessment: Assessment will cover;
- Wine Styles from major wine regions
- Instructions, information, specifications of the types of wines
- Equipment, services and corresponding information to serve and evaluate wines
- Cleaning procedures, materials and equipment as required
- Documentation and recording requirements and procedures

CUSADM05A DEVELOP & IMPLEMENT A BUSINESS/STRATEGIC PLAN

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to develop a strategic plan and to monitor and manage its implementation. It may be applied to a small independent operation or to a section of a large organisation.

Unit Hours: 70

Required Reading: To be advised.

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

FDFPLSCP4A SCHEDULE AND MANAGE PRODUCTION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to plan, monitor and adjust schedules to meet operational requirements. This competency is appropriate for production personnel with some responsibility for planning.

Unit Hours: 50

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 60

Required Reading: No required text.

Assessment: No required text.

ICAU3126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit defines the competency required to use computer applications employing advanced features.

Unit Hours: 40

Required Reading: -

Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
ICPMM65DA  CREATE WEB PAGES WITH MULTIMEDIA

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

MEM11015B  MANAGE WAREHOUSE INVENTORY SYSTEM

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
Unit Hours: 40
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

PRSSO211A  MONITOR AND CONTROL INDIVIDUAL AND CROWD BEHAVIOUR

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This competency standard covers the process of observing and monitoring people to maintain safety and security of people and property. It requires the ability to interpret and follow assignment instructions, accurately monitor individual and crowd behaviour, and identify and respond to potential threats and incidents. This work would be carried out under routine supervision and within organisational guidelines.
Unit Hours: 20
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

PSPGOV504B  COORDINATE RESEARCH AND ANALYSIS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PSPGOV6018  APPLY KNOWLEDGE OF GOVERNMENT SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PSPGOV6028  ESTABLISH AND MAINTAIN STRATEGIC NETWORKS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

PUACOM004A  MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers competency in developing, implementing, reviewing and evaluating communication strategies and promoting effective communication techniques in the workplace.
Unit Hours: 25
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

SITHACS001A  PROVIDE ACCOMMODATION RECEPTION SERVICES

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

SITHACS003A PROVIDE PORTER SERVICES

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to provide porter services within a commercial accommodation establishment. It requires the ability to check and plan for daily arrivals, assist guests with luggage and provide ancillary services for guests.

Unit Hours: 10

Required Reading: No required reading.

Assessment: A range of assessment methods will be used to assess the practical skills and knowledge required to provide porter services, including:
- direct observation of the candidate carrying and loading multiple pieces of luggage safely or answering customer requests
- role play to assess ability to deal with differing customer queries, requests or complaints
- case studies to complete arrival or departure luggage processes and documentation for different customer scenarios
- oral or written questions to assess knowledge of typical porterage procedures and systems
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHACS004A PROVIDE HOUSEKEEPING SERVICES TO GUESTS

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests

Unit Hours: 10

Required Reading: No required text.

Assessment: Observation, role plays, oral/written questions, portfolio of evidence.

SITHACS005A PREPARE ROOM FOR GUESTS

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to prepare rooms including bedrooms and bathrooms for guests in an accommodation establishment.

Unit 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.

SITHACS006A CLEAN PREMISES AND EQUIPMENT

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package

Unit Hours: 12


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:
- direct observation of cleaning and maintenance activities
- oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
- Holistic assessment with other units relevant to the industry sector, workplace and job role.

SITHACS007A LAUNDER LINEN AND GUEST CLOTHES

Locations: To be advised., Academy Sofitel

Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to launder linen and guest clothes

Unit 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 OH&S issues
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITHCCC001A ORGANISE AND PREPARE FOOD

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise and prepare a variety of foods for the kitchen of a hospitality or catering operation. It focuses on general food preparation techniques. The term ‘organising and preparing food’ is also referred to as ‘mise en place’ and includes basic preparation prior to serving food, which may involve cooking components of a dish but does not include the actual presentation.

Unit Hours: 20
Required Reading: In addition to “Cookery for the hospitality industry” text, each course will require a manual for its particular level.
Retail Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Direct observation, inspection of food items, test and portfolio.

SITHCCC002A PRESENT FOOD

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to efficiently and professionally plate, present and serve food in a commercial kitchen or catering operation. It may include the presentation of food for Asian cuisines.

Unit Hours: 6
Assessment: Direct observation, inspection of food items, test and portfolio.

SITHCCC003A RECEIVE AND STORE KITCHEN SUPPLIES

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXHIS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to receive and store supplies in commercial cookery or catering operations. It focuses on the general stock handling procedures required for food and kitchen related goods. Supplies refer to all perishable and nonperishable goods received from both internal and external suppliers and maintained within a stock control system.

Unit Hours: 10
Assessment: Direct observation, written/oral test, stock control reports/records, portfolio of evidence.

SITHCCC004A CLEAN AND MAINTAIN KITCHEN PREMISES

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXHIS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to clean and maintain kitchens, and food preparation and storage areas in commercial cookery or catering operations.

Unit Hours: 10
Required Reading: In addition to “Cookery for the hospitality industry” text, each course will require a manual for its particular level.
Retail Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Direct observation, inspection of areas cleaned, written/oral test, portfolio.

SITHCCC005A USE BASIC METHODS OF COOKERY

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): SITHCCC002A - PRESENT FOOD
Content: This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare menu items for the kitchen of a hospitality or catering operation. The unit underpins effective performance in all other cookery units.

Unit Hours: 45
Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC007A PREPARE SANDWICHES

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXHIS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a commercial kitchen or catering operation. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread. Sandwiches may be prepared on demand according to customer requests. Preparation, presentation and storage potential of sandwiches will depend on bread types and fillings

Unit Hours: 6
SITHCCC008A PREPARE STOCKS, SAUCES AND SOUPS

Locations: Footscray Nicholson, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. Stocks, sauces and soups can be classical or contemporary and be drawn from 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.

Unit Hours: 35


Assessment: Direct observation, sampling of sandwiches, test and portfolio of evidence.

SITHCCC009A PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES

Locations: Footscray Nicholson, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to prepare various vegetables, fruit, eggs and farinaceous dishes in a commercial kitchen or catering operation. Vegetables and fruit may be fresh, preserved or frozen, and selected according to seasonality, 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, drawn from ethnic and cultural origins, and may be offered as main dishes, appetisers or accompaniments. Potato accompaniments must include both classical and contemporary varieties. Egg dishes should, unless otherwise required, use hen eggs that may be fresh, dried, frozen or preserved.

Unit Hours: 45


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC010A SELECT, PREPARE AND COOK POULTRY

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook, present and store poultry in a commercial kitchen or catering operation. Poultry dishes may be classical and contemporary and drawn from a variety of ethnic and cultural origins.

Unit Hours: 25


Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC011A SELECT, PREPARE AND COOK SEAFOOD

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and serve 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 by-products.

Unit Hours: 30


Assessment: Observation, sampling of dishes, written/oral test/worksheets, portfolio of evidence.

SITHCCC012A SELECT, PREPARE AND COOK MEAT

Locations: Footscray Nicholson, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to select, prepare, cook and store meats in a commercial kitchen or catering operation. Meats include primary, secondary and portioned cuts of pork, lamb, beef and veal, and game, fancy meats and offal. Meats may be fresh, frozen, cryovac or preserved.

Unit Hours: 50


Assessment: Observation, sampling of meat dishes, oral/written test/worksheets on different cuts of meat, portfolio.

SITHCCC013A PREPARE HOT AND COLD DESSERTS

Locations: Footscray Nicholson, Sunbury

Prerequisite(s): SITHCCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to prepare a range of hot, cold and frozen desserts in a commercial kitchen or catering operation. Desserts may include foods from varying cultural origins, and may be derived from classical or contemporary recipes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 50

SITHCCC014A PREPARE PASTRIES, CAKES AND YEAST GOODS

Locations: Footscray Nicholson, Industry, Sunshine
Prerequisite(s): SITHCCC002A - PRESENT FOOD
Content: This unit describes the performance outcomes, skills and knowledge required to produce a range of pastries, cakes and yeast-based foods in a commercial kitchen or catering operation. Pastries, cakes and yeast-based goods may include foods from varying cultural origins and may be derived from classical or contemporary recipes.

Unit Hours: 40


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence.

SITHCCC015A PLAN AND PREPARE FOOD FOR BUFFETS

Locations: Footscray Nicholson, Industry
Prerequisite(s): SITHCCC002A - PRESENT FOOD
Content: This unit describes the performance outcomes, skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit, which covers the planning, preparation and cooking of food items for buffets, and SITHCCC019A Plan, prepare and display a buffet, which is a more advanced unit and focuses on the overall planning, design and display of buffets. Buffets may be associated with 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.

Unit Hours: 25


Assessment: Observation, sampling of buffet items, evaluation of completed buffet, written/oral test, portfolio of evidence.

SITHCCC016A DEVELOP COST EFFECTIVE MENUS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop menus and plan, prepare and control menu-based catering costs within established enterprise systems.

Unit Hours: 30


Assessment: Samples of menus, production schedules, security plans & check-lists, oral/written questions, portfolio of evidence.

SITHCCC019A PLAN, PREPARE AND DISPLAY A BUFFET

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to design, plan, prepare and display a buffet creatively. There is a relationship between this unit and SITHCCC015A Plan and prepare food for buffets, which deals with the planning, preparation, cooking and presentation of food items for buffets. Buffets may be associated with various occasions and situations, and may be indoors or outdoors. The design of the buffet may vary according to customer requirements, occasion and type of buffet. Decorations and centrepieces can be designed and made, or selected and organised according to enterprise practices or customer requests. They may be carved, moulded and assembled and can be made from edible or non-edible materials.

Unit Hours: 36


Assessment: Evaluation of content/presentation of buffet, oral/written questions, portfolio/third party evidence.

SITHCCC020A PREPARE PORTION-CONTROLLED MEAT CUTS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to select quality meats, break down primary and secondary cuts into portions and prepare a selection of meat products. These skills build on those contained in the unit SITHCCC012A Select, prepare and cook meat, which deals with portioning, preparing and cooking meat. Meat cuts to be prepared may be both traditional or contemporary recipes and requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 24


Assessment: Observation, oral/written test/worksheet, sampling, portfolio.

SITHCCC021A HANDLE AND SERVE CHEESE

Locations: Footscray Nicholson, Industry
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milk-based products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 5
SITHCCC027A PREPARE, COOK AND SERVE FOOD FOR SERVICE

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHCCC005A - USE BASIC METHODS OF COOKERY

Content: This unit describes the performance outcomes, skills and knowledge required to prepare, cook and serve food items for a service period in a hospitality enterprise, using a range of basic cooking methods and working as part of a team.

Unit Hours: 50


Assessment: Direct observation, sampling, test and portfolio.

SITHCCC028A PREPARE, COOK AND SERVE FOOD FOR MENUS

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHCCC003A - RECEIVE AND STORE KITCHEN SUPPLIES, SITHCCC009A , SITHCCC010A ,SITHCCC011A , SITHCCC012A, SITHCCC013A , SITHCCC014A, SITHCCC016A, SITX05001A

Content: This unit describes the performance outcomes, skills and knowledge required to organise, produce and serve food for menus. It incorporates all aspects of 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.

Unit Hours: 80


Assessment: Training record book, direct observation, sampling of menu items, customer feedback, written/oral test/assignments, portfolio.

SITHCCC029A PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and cook foods to meet both basic and specific dietary and cultural needs, generally under instructions from others. It covers the ability to apply basic nutritional principles as well as deal with special dietary and cultural requirements normally encountered in a variety of hospitality and catering establishments.

Unit Hours: 36


Assessment: A range of assessment methods will be used to assess practical skills 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.

SITHCCC038A PLAN CATERING FOR AN EVENT OR FUNCTION

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to plan the catering for an event or function. It involves developing the catering concept and planning and developing an operational plan to meet requirements.

Unit 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, Academy Sofitel

Prerequisite(s): SITXHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to provide general assistance in a bar area. It includes the skills to clean and tidy bar 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

Unit 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, Sunbury, Academy Sofitel
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to carry out bar operations in a range of hospitality enterprises. The unit involves the service of a range of alcoholic and non-alcoholic beverages commonly found in a bar. It does not include the making of espresso coffee which is found in SITHFAB012A. Prepare and serve espresso coffee.

Unit Hours: 30
Assessment: Students are required to work in the bar, observation, assignments, classroom activities, role plays, portfolio of evidence

SITHFAB003A SERVE FOOD AND BEVERAGE TO CUSTOMERS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to serve food and beverage to customers in a range of hospitality industry enterprises.

Unit Hours: 80
Assessment: Students are required to work in the restaurant, observation, do assignments, classroom activities, role plays, portfolio of evidence, case studies and/or presentations.

SITHFAB004A PROVIDE FOOD AND BEVERAGE SERVICE

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): SITHFAB003A - SERVE FOOD AND BEVERAGE TO CUSTOMERS
Content: This unit describes the performance outcomes, skills and knowledge required to provide quality food and beverage service to customers in a range of hospitality industry enterprises. The unit does not focus on basic product knowledge about food and beverage, which is found in SITHFAB011A Develop and update food and beverage knowledge. 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.

Unit Hours: 110
Assessment: Direct observation, written/oral test/assignment and portfolio.

SITHFAB005A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): SITHFAB009A - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL
Content: This unit describes the performance outcomes, skills and knowledge required to advise on and serve a range of bottled and pre-poured alcoholic beverages within a hospitality setting. It covers general knowledge of and service of all alcoholic beverages, including wines. The unit is related to SITHFAB011A Develop and update food and beverage knowledge, which also covers general information on beverages. Specialist knowledge and service of wines is found in SITHFAB014A. Provide specialist advice on wine. The essential knowledge base for this unit will vary according to local industry needs, and it is vital that any training take account of these.

Unit Hours: 50
Assessment: Direct observation, written/oral test/assignment and portfolio.

SITHFAB008A PROVIDE ROOM SERVICE

Locations: Footscray Nicholson, Industry, Sunbury, Academy Sofitel
Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Content: This unit describes the performance outcomes, skills and knowledge required to provide room service in commercial accommodation establishments. Some States and Territories may have legislative requirements in relation to service of alcohol.

Unit Hours: 15
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Students are required to do assignments, role plays, observation, classroom activities, case studies and/or presentations.

SITHFAB009A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

Locations: Footscray Nicholson, Industry, Sunbury, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol and to satisfy the requirements for responsible sale and service of alcohol (RSA) under state or territory legislation.

Unit Hours: 10
Required Reading: No required reading.
Assessment: Students are required to do test, role plays/problem solving activities, case studies/observation.

SITHFAB011A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

Locations: Footscray Nicholson, Industry, Sunbury, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and maintain the general product knowledge required in food and beverage attending, bar service and catering. The unit brings together much of the product knowledge that underpins effective work performance in a range of food service roles. It addresses food knowledge and the relationship between different foods and beverages. It focuses on the need for ongoing updating of knowledge by all food and beverage staff. Types of food for which knowledge may be required include traditional or contemporary items and may be of varying ethnic origins.

Unit Hours: 50
SITHFAB012A PREPARE AND SERVE ESPRESSO COFFEE

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee using a commercial espresso machine, including storage of coffee and cleaning, and care and preventative maintenance of machinery. Care and maintenance procedures may vary according to the machine manufacturer recommendations and warranty conditions. Dosage measuring may be mechanical or electronic. Dosing also refers to selecting the correct amount of ground coffee, appropriate particle grind size and prevailing conditions such as ambient humidity. An espresso coffee is the basis of most coffee-based beverages

Unit 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

Assessment: Direct observation of practical demonstration, tasting of coffee, videos, written/oral questions and portfolio of evidence

SITHFAB015A PREPARE AND SERVE COCKTAILS

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHFAB002A - OPERATE A BAR

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and serve cocktails in a range of hospitality enterprises. Cocktails are drinks with a base, usually of one or more spirits, to which other ingredients are added.

Unit 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

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): SITHFAB003A - SERVE FOOD AND BEVERAGE TO CUSTOMERS

Content: This unit describes the performance outcomes, skills and knowledge required to organise, prepare and serve food, and alcoholic and nonalcoholic beverages to customers. It incorporates all aspects of organising, preparing and serving a variety of menu items and alcoholic and nonalcoholic beverage items for a service period in a hospitality enterprise, using a range of service methods and team coordination skills. The unit integrates key technical and organisational skills required by a food and beverage attendant. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial cafe, dining room or restaurant. It requires individual responsibility or autonomy in relation to own work roles and responsibilities and collaboration with others as part of a team or group. State or territory licensing requirements may apply

Unit Hours: 1


SITHIND001A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the hospitality industry, including the role of different industry sectors and key legal and ethical issues that must be considered by hospitality industry personnel in their day to day work. This knowledge underpins effective performance in the hospitality industry.

Unit Hours: 25


Assessment: Students are required to do industry visits, assignments, classroom activities, tests, projects, case studies and/or presentations

SITHIND003A PROVIDE AND COORDINATE HOSPITALITY SERVICE

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): SITHFAB002A - OPERATE A BAR

Content: This unit describes the performance outcomes, skills and knowledge required to provide and coordinate hospitality service to customers. The unit integrates a range of well developed key operational and organisational skills required by service staff in hospitality organisations providing a range of organisation products and services to multiple and diverse customers.

The unit brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a hospitality setting to ensure a smooth work flow and quality customer service. It incorporates preparation, service and closedown of the work area, using a range of techniques, equipment and materials.

It involves taking responsibility for own outputs, working as part of a team and taking limited responsibility for the work of others.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to work effectively as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day to day work. It is an essential skill for all guides and underpins effective performance in the hospitality industry.

All tour guides residing in any part of Australia are subject to the Queensland Tourism Services Act (2003) when working in Queensland. They do not need to register or meet any training or certification requirements but they can be fined if they participate in unscrupulous conduct when selling Queensland-based tourism
This unit describes the performance outcomes, skills and knowledge required to coordinate the physical movement of groups. It focuses on the communication, leadership and conflict resolution skills required by guides. The unit requires the ability to coordinate the physical movement of groups.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit 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.

SITTGDE002A PROVIDE ARRIVAL AND DEPARTURE ASSISTANCE

Locations: Werribee, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge to offer arrival and departure assistance to customers between transport terminals and accommodation. It requires the ability to check the customers arrival and departure information, reconfirm all operational aspects of the transportation and accommodation, and provide customers with accurate information.

Unit 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.

SITTGDE006A PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

Locations: Werribee, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present commentaries or activities to customers. Its main focus is on the need to use effective interpretation and presentation techniques to ensure customer participation and enjoyment. Tour guides may have generalist or specialist knowledge and the diversity of information 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.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to research information on Australia for presentation to customers. It requires broad general knowledge of Australia and a breadth and depth of regional and location specific knowledge, highlighting the need for ongoing research to update and expand the guides knowledge.

Unit 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.

SITTIND001A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Locations: Werribee, Industry, Sunbury

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the tourism industry, including the role of different industry sectors and key legal and ethical issues that must be considered by tourism industry personnel in their day to day work. This knowledge underpins effective performance in the tourism industry.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 25

SITPPPD001A RESEARCH, ASSESS AND DEVELOP TOURISM PRODUCTS

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage product development strategically within tourism and hospitality organisations. It requires the ability to research the market, analyse issues relevant to establishing the product, determine a profitable selling price, establish the product, and monitor and evaluate its success.

Unit 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.

SITPPPD002A RESEARCH TOURISM DATA

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to conduct formal tourism research. It requires the ability to identify research needs, conduct the research and accurately analyse and interpret the data.

Unit 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.

SITTTSL001A OPERATE AN ONLINE INFORMATION SYSTEM

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

Content: This unit describes the performance outcomes, skills and knowledge required to operate an online information system, which can include the internet and any intranet system. It requires the ability to determine information requirements and locate, check and download information.

Unit 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 access on their day to day work.

SITTTSL002A ACCESS AND INTERPRET PRODUCT INFORMATION

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

Content: This unit describes the performance outcomes, skills and knowledge required to access and interpret specific details about tourism products correctly and accurately. This unit does not cover detailed interpretation of airfare information which is covered by a range of other Tourism Sales and Operations units.

Any organisation that sells travel insurance to a retail client must meet the requirements of the Financial Services Reform Act (2001). In particular, sales personnel must complete a course delivered by the insurance provider in order to interpret provisions of the insurance policy and provide advice to customers on its purchase.

Unit 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.

SITTTSL003A SOURCE AND PROVIDE INTERNATIONAL DESTINATION INFORMATION AND ADVICE

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

Content: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for international destinations, including general product information such as what types or styles of product a destination offers. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

Unit Hours: 45
Assessment: Students are required to do assignments, classroom activities, tests, and/or presentations.

SITTTSL004A SOURCE AND PROVIDE AUSTRALIAN DESTINATION INFORMATION AND ADVICE

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

Content: This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for Australian destinations, including general product information such as what types or styles of product can the destination offer. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.

Unit Hours: 40
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classroom activities, tests, projects and/or presentations.
SITTSSL005A SELL TOURISM PRODUCTS AND SERVICES

Locations: Industry
Prerequisite(s): SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

Content: This unit describes the performance outcomes, skills and knowledge required to sell tourism services and products pro-actively 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 and related legislation as it applies to selling the product or destination.

Unit 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 pro-actively 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.

SITTSSL006A PREPARE QUOTATIONS

Locations: Industry
Prerequisite(s): SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

Content: This unit describes the performance outcomes, skills and knowledge required to calculate the costs of products and services accurately and to present quotations to customers. It requires the ability to provide quotations for products and services where some costing and pricing has already been undertaken in the product development phase. As such it underpins SITTPPD003A Source and package tourism products, which deals with the more advanced skills to actually source, price and package product.

Unit 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 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.

SITTSSL007A RECEIVE AND PROCESS RESERVATIONS

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

Content: This unit describes the performance outcomes, skills and knowledge required to receive and process reservations for a tourism or hospitality product or service offered for sale to agents or direct to the consumer. It requires the ability to determine the availability of the product or service, offer alternatives, accurately record the reservation details and administer the reservation through to finalisation.

Unit 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.

SITTSSL008A BOOK AND COORDINATE SUPPLIER SERVICES

Locations: Industry
Prerequisite(s): SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

Content: This unit describes the performance outcomes, skills and knowledge required to make and administer bookings for tourism or hospitality products and services. It requires the ability to identify the customer’s product requirements, request and confirm these with appropriate suppliers, and administer all bookings through to finalisation. It describes the coordination of bookings with suppliers, normally a business to business supply.

The unit does not cover the skills required to receive and process an incoming reservation within a supplier organisation which are covered in SITTTSL007A Receive and process reservations.

Unit Hours: 20

Required Reading: This unit has no required text.

Assessment: Students are required to do assignments, classroom activities, projects.

SITTSSL009A PROCESS TRAVEL-RELATED DOCUMENTATION

Locations: Industry
Prerequisite(s): SITTTSL002A - ACCESS AND INTERPRET PRODUCT INFORMATION

Content: This unit describes the performance outcomes, skills and knowledge required to process a range of travel documentation commonly used or issued within the tourism industry. It requires the ability to identify and interpret all documentation requirements and to prepare and despatch documents within designated deadlines.

Travel related documents can include air tickets.

Unit Hours: 25

Required Reading: This unit has no required text.

Assessment: Students are required to do classroom activities, tests, assignment.

SITTSSL010A CONTROL RESERVATIONS OR OPERATIONS USING A COMPUTERISED SYSTEM

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

Content: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain
and administer bookings for a range of products and services in tourism, hospitality or events. It requires the ability to use the system capabilities to fulfill 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 SITTTSL009A Process travel related documentation.

Unit Hours: 120
Assessment: Students are required to do classroom activities, tests.

**SITTTSL012A CONSTRUCT DOMESTIC AIRFARES**

Locations: Werribee, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to construct air itineraries and cost airfares correctly for domestic air travel. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Unit Hours: 35
Assessment: Students are required to do classroom activities, tests.

**SITTTSL013A CONSTRUCT NORMAL INTERNATIONAL AIRFARES**

Locations: Werribee, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost normal international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries that create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Unit Hours: 40
Assessment: Students are required to do classroom activities, tests.

**SITTTSL014A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES**

Locations: Werribee, Industry
Prerequisite(s): SITTTSL013A - CONSTRUCT NORMAL INTERNATIONAL AIRFARES
Content: This unit describes the performance outcomes, skills and knowledge required to construct international air itineraries and cost promotional or special international airfares. It requires the ability to interpret airfare information accurately and configure air itineraries which create optimum airfare costs. This unit does not include ticketing which is found in the unit SITTTSL009A Process travel related documentation.

Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to administer a billing and settlement plan (BSP) for any tourism organisation involved in the sale and ticketing of airfares. It requires the ability to compile all information and documentation for air ticket sales and to lodge and report payments with accuracy.

Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide visitors with information on the venue’s facilities and services.

Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to complete a range of routine office procedures and activities, including writing simple correspondence.

Unit 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 their competence to the traineeship assessor via oral questions and written tasks they can for example perform a range of routine office procedures and activities, including writing simple correspondence.

**SITXADM003A WRITE BUSINESS DOCUMENTS**

Locations: Werribee, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare and produce a range of business documents expressing complex ideas and requiring varying and complex formats, e.g. formal reports.
SITXADM004A PLAN AND MANAGE MEETINGS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan and conduct structured meetings involving multiple participants. It requires the ability to write and distribute agendas, chair meetings and write minutes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 20
Required Reading: No required text.
Assessment: Assignments, presentations, case studies, direct observations, and role plays.

SITXCCS001A PROVIDE VISITOR INFORMATION

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide visitors with general information about a local area.

Unit 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 pro-actively 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, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and up-selling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards and expectation management. The unit also requires the ability to plan and conduct structured meetings involving multiple participants.

Unit Hours: 40
Required Reading: For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”. For Tourism courses, the text will be “The road to hospitality, skills for the new professional”.

Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXCCS003A MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage customer service quality in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints, working in teams and using appropriate communication techniques and mediums.

Unit Hours: 30
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 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, Industry, Sunbury, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the service industries. This is a core unit underpinning all other units involving interaction with colleagues and customers. Key required skills and knowledge for this role include meeting personal presentation standards, establishing rapport with customers, determining and addressing customer needs and expectations, dealing with complaints, working in teams and using appropriate communication techniques and mediums.

Unit 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”.

Assessment: Students are required to do assignments, classroom activities, case studies and/or presentations.

Academy Sofitel:
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, Industry, Sunbury, Academy Sofitel

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to be culturally aware when serving customers and working with colleagues from different backgrounds. It requires the ability to communicate with people of different social and cultural backgrounds with respect and sensitivity and address cross-cultural misunderstandings.

**Unit 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”.


**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations.

Academy Sofitel:

A range of assessment methods will, be used to assess the practical skills and knowledge required to communicate with culturally diverse customers and colleagues, including:

- observation of the candidate interacting with colleagues and customers from diverse cultural and social backgrounds
- case studies or projects to consider particular conflict situations arising from diversity and to suggest appropriate means of resolving them
- 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, Industry, Sunbury, Academy Sofitel

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to resolve conflict situations with customers and colleagues. It also describes the resolution of escalated complaints. The unit covers the conflict resolution skills required to address conflicts that may arise in day-to-day work situations. It does not cover formal negotiation, counselling or conducting mediation.

**Unit 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.


**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations.

Academy Sofitel:

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:** Werribee, Industry

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to communicate effectively on the telephone. It requires the ability to make and receive calls, to take messages on behalf of other people and to use the main features of a telephone correctly.

**Unit Hours:** 5


**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

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to address protocol requirements in a broad range of business activities. The unit focuses on basic research skills to acquire a knowledge and understanding of protocol requirements within diverse business, social and cultural contexts, as well as the ability to use that knowledge in a practical workplace context.

**Unit Hours:** 25


**Assessment:** Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
SITXEVT001A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and update general knowledge of the events industry, including industry structure, legal issues and current technology. This knowledge underpins effective performance in all meeting and event organisation and management roles.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide assistance with the staging of an event, including general knowledge of event staging and production issues
Unit Hours: 30
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT003A PROCESS AND MONITOR EVENT REGISTRATIONS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to process and monitor registration for any type of event
Unit Hours: 60
Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.

SITXEVT004A COORDINATE ON SITE EVENT REGISTRATIONS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for and undertake the on-site registration of delegates or participants at an event.
Unit 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, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise in-house events or functions from the perspective of an individual working within a commercial venue. The skills required by independent event organisers are covered in other Events units.
Unit Hours: 40
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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan and develop proposals and bids for the staging of complex events comprising multiple components.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop the overall concept, theme and format for a complex event comprising multiple components. Event bids and proposals are covered in unit SITXEVT008A Plan and develop event proposals and bids. The unit also shares some similarities with SITXEVT014A Develop conference programs, but is broader in application.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to assess the regulatory requirements that impact on a complex event comprising multiple components, and to incorporate appropriate responses into event planning and management.
Unit Hours: 40
Assessment: Students are required to do assignments, classroom activities, and/or presentations.

SITXEVT011A DEVELOP CROWD CONTROL PLANS AND PROCEDURES
Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop plans and procedures for the admittance, seating and dispersal of crowds. It includes procedures for emergency situations.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake the venue or site selection process for a complex event comprising multiple components.
Unit 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, participate in a live event.

SITXEVT013A MANAGE EVENT STAGING
Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage the staging and operation of a complex event comprising multiple components.
Unit 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.

SITXEVT014A DEVELOP CONFERENCE PROGRAMS
Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop conference programs.
Unit 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.

SITXEVT016A ORGANISE AND MONITOR EVENT INFRASTRUCTURE
Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate infrastructure and facilities for a complex event comprising multiple components, where these do not already exist at a venue or site.
Unit 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.

SITXEVT017A PROVIDE ON SITE EVENT MANAGEMENT SERVICES
Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate the final preparation and setup of a complex event comprising multiple components and to manage all aspects of the on-site operation.
Unit 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
Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to process simple financial transactions in a range of workplace contexts. Cash and other types of transactions are included in the unit.
Unit Hours: 25
Required Reading: No required text.
Assessment: Students are required to do assignments, classroom activities, test and worksheets

SITXFIN003A INTERPRET FINANCIAL INFORMATION
Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to interpret the types of financial information used by operational supervisors and managers in their day to day work activities. The unit focuses on understanding key financial terminology, different types of financial reports and on how financial information is used in the management of a business.

Unit 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, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. The skills and knowledge for budget development are found in unit SITXFIND005A Prepare and monitor budgets.

Unit 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, Academy Sofitel.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and monitor budgets. It builds on the skills in unit SITXFIN004A Manage finances within a budget. While the nature of the budget may vary, the unit focuses on the key managerial skills of analysing financial information to inform developing a budget, drafting a budget and monitoring budget performance over time.

This unit requires researching and analysing financial and other business information and applying it to budget planning, development, negotiation and monitoring. It requires sound knowledge of accounting principles, budget development methods, and presentation formats for different types of budget.

Unit Hours: 30

Required Reading: For Academy Sofitel: Accounting - An Introduction.


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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for an activity, event or other organisational activity.

Unit 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, Industry, Sunbury, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It includes a focus on establishing strategies, systems and procedures for asset maintenance and monitoring, as well as financing asset acquisition.

Unit Hours: 40

Required Reading: For Academy Sofitel: Accounting - An Introduction.

**SITXFIN008A MANAGE FINANCIAL OPERATIONS**

**Locations:** Footscray Nicholson, Industry, Sunbury, Academy Sofitel

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to manage day to day financial operations of a small organisation, a department within a larger organisation or a complex project. The unit is not intended to cover detailed specialist accounting skills that are undertaken by qualified accountants or financial controllers, but does include the awareness of accounting issues and concepts needed by managers for effective communication with accountants or other specialists on financial matters.

**Unit Hours:** 75

**Required Reading:** For Academy Sofitel: Accounting - An Introduction.

For Hospitality on campus study: The Road to hospitality, skills for the new professional.


**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 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

**SITXFSA001A IMPLEMENT FOOD SAFETY PROCEDURES**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel

**Prerequisite(s):** SITXOH5001A - FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

**Content:** This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.

**Unit Hours:** 40

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, classroom activities, case studies and/or presentations. Direct observation, oral/written test/worksheets

**SITXGLC001A DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE**

**Locations:** Footscray Nicholson, Academy Sofitel

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

**Content:** This unit applies to senior personnel and operational managers responsible for ensuring overall business compliance with legislative and regulatory requirements. The unit does not cover the specialist skills and knowledge required by legal experts or managers whose primary role relates to compliance.

**Unit Hours:** 80

**Required Reading:** For Academy Sofitel: Business and the law.

For Hospitality on campus study: The road to hospitality, skills for the new professional.


**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 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

**SITXHRM001A COACH OTHERS IN JOB SKILLS**

**Locations:** Footscray Nicholson, Industry, Academy Sofitel

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

**Content:** 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.

**Unit Hours:** 20

**Required Reading:** For Hospitality on campus study: The road to hospitality, skills for the new professional.


**Assessment:** Students are required to do assignments, observation, classroom activities, role plays, case studies and presentation.

**SITXHRM002A RECRUIT, SELECT AND INDUCT STAFF**

**Locations:** Footscray Nicholson, Industry, Sunbury, Academy Sofitel

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to recruit, select and induct staff within the framework of existing human or staffing resource plans or policies. It requires the application of significant planning and organisational skills combined with sound knowledge of current recruitment, selection and induction practices.

**Unit Hours:** 60
**FACULTY OF WORKFORCE DEVELOPMENT**

**SITXHRM003A ROSTER STAFF**

**Locations:** Footscray Nicholson, Industry, Sunbury, Academy Sofitel  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters.  
**Unit Hours:** 30  
**Required Reading:** For Hospitality on campus study: The road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D.(2008). Australia: Pearson Ed

**SITXHRM004A MANAGE VOLUNTEERS**

**Locations:** Sunbury  
**Prerequisite(s):** To be advised.  
**Content:** This unit covers the performance outcomes skills and knowledge required to recruit and retain volunteers.  
**Unit Hours:** 20  
**Required Reading:** Events Management: For tourism, cultural business and sporting events. Lynn Van Der Wagan (2008). (3rd Ed.) Pearson Education Australia/Australia

**SITXHRM005A LEAD AND MANAGE PEOPLE**

**Locations:** Footscray Nicholson, Industry  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the performance outcomes, skills and knowledge required to lead and manage teams of people in the workplace, including volunteers where appropriate. The unit focuses on modelling high standards, developing commitment and managing team performance through effective leadership.  
**Unit Hours:** 60  
**Required Reading:** The Road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D.(2008). Australia: Pearson Ed

**SITXHRM006A MONITOR STAFF PERFORMANCE**

**Locations:** Footscray Nicholson, Industry, Sunbury, Academy Sofitel  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It includes the skills to conduct structured performance appraisal and formal counselling sessions.  
**Unit Hours:** 50  
**Required Reading:** For Hospitality on campus study: The road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D.(2008). Australia: Pearson Ed

**SITXHRM007A MANAGE WORKPLACE DIVERSITY**

**Locations:** Footscray Nicholson, Industry  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the performance outcomes, skills and knowledge required to lead and manage teams of people in the workplace, including volunteers 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.  
**Unit Hours:** 60  
**Required Reading:** The Road to hospitality, skills for the new professional. O'Shannessy, V., Minett, D.(2008). Australia: Pearson Ed

**Notes:** A range of assessment methods will be used to assess practical skills and knowledge, including:  
- evaluation of the staffing costs and service levels in a workplace or at an event for which the candidate has prepared rosters  
- case studies to develop rosters for typical industry working periods and different operational situations  
- oral or written questions to assess knowledge of specific factors affecting the design of rosters  
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

**Notes:** Students are required to do assignments, classroom activities, and manage a group of volunteers at a live event.

**Notes:** A range of assessment methods will be used to assess practical skills and knowledge, including:  
- evaluation of reports prepared by the candidate detailing how performance management issues may have been addressed during the conduct of a team project  
- evaluation of industry projects conducted by the candidate to develop performance management approaches for different workplaces  
- role play to provide feedback and conduct a performance appraisal or formal counselling session  
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.
SITXHRM008A MANAGE WORKPLACE RELATIONS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage workplace relations from an industrial relations perspective.
Unit Hours: 60
Assessment: Evaluation of reports, assignments, review of portfolios, presentations, projects.

SITXINV001A RECEIVE AND STORE STOCK

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to receive and store stock. It requires the ability to check and take delivery of stock, other than food, and to appropriately store, rotate and maintain the quality of stock items.
Unit 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, Academy Sofitel
Prerequisite(s): SITXINV001A - RECEIVE AND STORE STOCK
Content: This unit describes the performance outcomes, skills and knowledge required to control and order stock. It requires the ability to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of stock.
Unit Hours: 25
Required Reading: No required text.
Assessment: Projects, stock control activities, case studies, oral/written test/ worksheets, workplace reports, portfolio

SITXMGT001A MONITOR WORK OPERATIONS

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day to day work operations within a tourism or hospitality context. As such it includes fundamental knowledge of management roles and responsibilities.
Unit Hours: 20
Assessment: Students are required to do assignments, observation, classroom activities.

SITXMGT002A DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake workplace planning with an operational focus.
Unit 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.

SITXMGT003A MANAGE PROJECTS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of a complex project, including project planning, monitoring and evaluation.
Unit 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 DEVELOP AND IMPLEMENT A BUSINESS PLAN

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and monitor a business plan that incorporates a range of subsidiary plans or strategies.
Unit 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.
SITXMGTO05A MANAGE BUSINESS RISK

Locations: Werribee

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to actively identify risks to business operations, assess the associated consequences and take measures to eliminate or control the risk. It requires the ability to monitor business risks on an ongoing basis. This unit focuses on business risk and not on the risk management strategies that a business applies to the management of OHS issues. OHS management practices are covered in separate specialised units.

Unit Hours: 60

Required Reading: This has no required text.

Assessment: Students are required to complete assignments, tests, projects, case studies, presentations.

SITXMGTO06A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage business relationships with customers or suppliers. It requires the ability to establish and maintain business relationships, conduct formal negotiations and make and manage agreements or contracts.

Unit Hours: 60


Assessment: A range of assessment methods will be used to assess practical skills and knowledge required 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

SITXMPRO04A COORDINATE MARKETING ACTIVITIES

Locations: Footscray Nicholson, Industry, Sunbury

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles.

Unit Hours: 30


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

- evaluation of the marketing aspects of a project conducted by the candidate
- evaluation of reports
- case studies
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXMPRO05A DEVELOP AND MANAGE MARKETING STRATEGIES

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop and manage marketing strategies, including developing a marketing plan. The actual conduct of activities that generally takes place within the framework of marketing plans is covered in various other units such as SITXMPRO01A Coordinate production of brochures and marketing materials, and SITXMPRO04A Coordinate marketing activities.

Unit Hours: 80

Required Reading: For Academy Sofitel: Principles and Practice of Marketing.

For Hospitality on campus study: The road to hospitality, skills for the new professional.


Assessment: A range of assessment methods will be used to assess practical skills and knowledge, including:

- evaluation of the marketing aspects of a project conducted by the candidate, either alone or in conjunction with industry
- evaluation of reports prepared by the candidate detailing marketing plans and results achieved
- case studies to assess application of marketing planning to different industry situations and contexts
- review of portfolios of evidence and third party workplace reports of on the job performance by the candidate.

SITXOHS001A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: Footscray Nicholson, Industry, Academy Sofitel

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to follow predetermined health, safety and security procedures. It requires the ability to incorporate safe work practices into all workplace activities and to participate in the organisations OHS management practices.

Unit Hours: 10

Required Reading: For Hospitality courses, the text will be “The road to hospitality, skills for the new professional”.


Assessment: Students are required to do assignments, classroom activities, tests, projects, case studies and/or presentations.
SITXOHS003A IDENTIFY HAZARDS, AND ASSESS AND CONTROL SAFETY RISKS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated safety risks and take measures to eliminate or control and minimise the risk. It focuses on the processes necessary to control specific workplace safety risks.
Unit 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

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to implement predetermined OHS policies and procedures and to monitor OHS practices as a supervisory function.
A systematic management approach is central to compliance with OHS legislation which, in all Australian States and Territories, imposes obligations on all businesses whether small, medium or large, to manage the safety of their workers and anyone else in the workplace. This unit involves the implementation and monitoring of those predetermined OHS practices designed, at management level, to ensure a safe workplace.
Unit 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, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.
Unit Hours: 30
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 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

SITXOHS006A ESTABLISH AND MAINTAIN AN OHS SYSTEM

Locations: Footscray Nicholson, Industry, Academy Sofitel
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary OHS management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace.
Unit Hours: 30
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 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to seek and secure additional funding through sponsorship and/or income generation avenues and to manage these activities in a professional manner.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

TDTP998B PLAN AND MAINTAIN WAREHOUSE LAYOUTS AND INVENTORY LOCATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to plan and maintain warehouse layouts and inventory locations in accordance with relevant regulatory requirements and workplace procedures. This includes identifying space requirements, identifying safety and security needs, developing the required documentation system, designing storage zones, and evaluating warehouse utilisation.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations
THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations

THHGS03B DEAL WITH CONFLICT SITUATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations

THHGGA09B MANAGE PROJECTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to manage major projects within a tourism or hospitality industry environment. Managers and team leaders would generally undertake this role. This unit does not reflect the skills required by operational staff.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow hygiene procedures; Identify and prevent hygiene risks.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations

THHGHS03B PROVIDE FIRST AID
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.
Unit Hours: 24
Required Reading: To be advised.
Assessment: Tests, assignments, presentations, portfolio, observations

THTFME04A DEVELOP AN EVENT CONCEPT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop the overall concept, theme and format for a major event comprising multiple components. An event manager would generally undertake this process at the commencement of the event management cycle in consultation with key stakeholders. Sometimes the concept development phase is undertaken as part of the event bidding process. Event bids and proposals are covered in unit THHPPD08B Plan and develop event proposals and bids.
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork

TLIA2907C PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to plan and manage the storage of dangerous goods and hazardous substances in accordance with relevant regulatory requirements and workplace procedures including the ADG Code. This includes defining the objectives of the required handling and storage operations, specifying equipment and system performance requirements, evaluating and selecting bulk handling and storage resources, and completing all required documentation.
Unit Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIA5807A MANAGE FACILITY AND INVENTORY REQUIREMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage a facility and its inventory requirements. It includes identifying space, safety and security requirements; developing a documentation system; designing storage zones; and evaluating facility utilisation.
Unit Hours: 130
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLII1807B MANAGE CUSTOMER SERVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage customer service. It includes planning to meet internal and external customer requirements; ensuring delivery of quality products/services; and monitoring, adjusting and reporting customer service.
Unit Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.
TLIL2007C DEPLOAND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and distribution enterprises in accordance with relevant regulatory requirements and workplace procedures, including planning and developing operational procedures, monitoring the implementation of the operational procedure(s), and evaluating the implementation of operational procedures.
Unit Hours: 40
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIL5507A MANAGE A SUPPLY CHAIN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage a supply chain, including the relationships between an organisation and its supply and demand partners along the chain. It covers implementing a demand-driven supply chain management strategy, managing the supply chain, and evaluating and improving supply chain effectiveness.
Unit Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIP407C DEVELOP A TRANSPORT AND DISTRIBUTION BUSINESS PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to develop a business plan for an organisation or a discrete business unit in the transport, storage and distribution industries in accordance with relevant regulatory requirements and workplace procedures. This includes conducting a situational and market analysis, analysing the organisational environment, developing appropriate strategies, and implementing and evaluating the resulting business plan.
Unit Hours: 150
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIP807C MANAGE A TRANSPORT AND DISTRIBUTION BUSINESS UNIT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage a transport and distribution business unit in accordance with relevant regulatory requirements and workplace procedures. This includes identifying the market for the business unit, setting transport and distribution business unit objectives, collecting information for business planning operations, establishing the resources required to achieve objectives, and managing business unit performance to achieve the required outcomes.
Unit Hours: 100
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIQ207C SET AND ACHIEVE A BUDGET

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to set and achieve a workplace budget in accordance with relevant regulatory requirements and workplace procedures. This includes planning the budget requirements, monitoring the budget and taking appropriate corrective action, monitoring expenditure, and reviewing and appropriately modifying the budget if necessary.
Unit Hours: 40
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIR307C NEGOTIATE A CONTRACT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to contract transport and distribution services in accordance with relevant regulatory requirements and workplace procedures. This includes negotiating the contract with a contractor, finalising the contract negotiations, and completing all enterprise contract requirements.
Unit Hours: 60
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

TLIR507A MANAGE A CONTRACT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge required to manage a contract. It includes confirming contract requirements; establishing a contract management system; and monitoring and evaluating the contract.
Unit Hours: 40
Required Reading: -
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.
TLIR607A DEVELOP, IMPLEMENT AND REVIEW PURCHASING STRATEGIES

**Locations:** To be advised.

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

**Content:** This unit involves the skills and knowledge required to develop, implement and review an organisation’s purchasing strategies. It includes determining, developing and implementing purchasing strategies, evaluating these and implementing improvements.

**Unit Hours:** 80

**Required Reading:** -

**Assessment:** Assignments, classwork, tests, projects, case studies and/or presentation.

**VBP113 INTRODUCTION TO TRANSPORT, DISTRIBUTION AND LOGISTICS**

**Locations:** To be advised.

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

**Content:** A broad knowledge of the history and structure of the transport, distribution and logistics industry in order to understand its current operations.

**Unit Hours:** 30

**Required Reading:** -

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

**VBP114 SUPPLY CHAIN PRINCIPLES**

**Locations:** To be advised.

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

**Content:** An understanding of the production supply chain and the functions of the transport, distribution and logistics industries have within its overall operations.

**Unit Hours:** 60

**Required Reading:** To be advised.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP115 INTRODUCTION TO WAREHOUSE OPERATIONS**

**Locations:** To be advised.

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

**Content:** A broad understanding of the range of functionality of Warehousing and Distribution Centre operations and their links to transport operations.

**Unit Hours:** 60

**Required Reading:** -

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP116 INTRODUCTION TO TRANSPORTATION PRINCIPLES**

**Locations:** To be advised.

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

**Content:** A broad understanding of Transport Operations including different transport modes available for local, national and international transportation of goods, including basic knowledge of regulations, restrictions and load planning associated with transporting goods.

**Unit Hours:** 60

**Required Reading:** -

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP117 LOGISTICS BUDGETING PRINCIPLES**

**Locations:** To be advised.

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

**Content:** Broad understanding and skills of Logistic Budgeting cost elements, including the principles of productivity measuring techniques and costs associated with logistics operations.

**Unit Hours:** 40

**Required Reading:** To be advised.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP156 TRANSPORTATION AND STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**

**Locations:** To be advised.

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

**Content:** Knowledge of the types of dangerous goods and hazardous substances, handling methods and procedures, understanding of the legislative and regulatory requirements, for safely transporting and storing dangerous goods and hazardous substances.

**Unit Hours:** 20

**Required Reading:** -

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations

**VBP158 INDUSTRIAL AND PERFORMANCE MANAGEMENT**

**Locations:** To be advised.

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

**Content:** An understanding of the purpose and procedures involved in the legislative requirements regulating the employment relationship, the performance management and appraisal process, including the ability to prepare for the appraisal interview and to understand rosters in accordance with regulatory and workplace requirements.

**Unit Hours:** 40

**Required Reading:** -

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations
VBP159 CAREER PLANNING AND JOB SEEKING SKILLS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Ability to source vacancies and prepare job applications, and referees as well as prepare for, and undertake employment interviews.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.
Unit Hours: 60
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP164 MANAGE BUSINESS ACTIVITIES IN AN INTERNATIONAL ENVIRONMENT

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to manage business in a global market. It also covers the knowledge and skills required to analyse global and national variables and factors that impact on the market; evaluate effective leadership styles; theories and practices for organisational effectiveness and efficiency; analyse the legal, regulatory and compliance requirements together with risk control strategies; investigate strategic planning and implementation strategies to achieve organisational goals in an international market.
Unit 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

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.
Unit 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.

VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.
Unit Hours: 80
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP167 ESTABLISH AND MAINTAIN AN EFFECTIVE TRADING RELATIONSHIP

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to establish and maintain an effective international trading relationship with a selected country or region. It includes investigating the socio-economic, cultural and political factors of a selected country or region, and analyzing their impact on business infrastructure, trading characteristics and investment opportunities. This unit also covers the knowledge and skills required to apply culturally appropriate communication styles to an international trading relationship.
Unit Hours: 80
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP168 REVIEW THE BUSINESS CULTURE AND ENVIRONMENT OF A SELECTED COUNTRY OR REGION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to review the business culture and behaviour norms and practices of selected country or region to enhance trade capabilities and complement language studies.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 15
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP335 DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to research and analyse components of the public relations industry that contribute to problem solving, situational analysis, strategic planning and setting objectives. It includes the knowledge and skills required to understand industry ethical/legal issues and processes of management communications in that context.

Unit Hours: 100
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP336 DEVELOP STRATEGIC PR WRITING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop strategic PR writing material for targeted external and internal publics.

Unit Hours: 50
Required Reading: To be advised.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.
SCHOOL OF COMMUNITY SERVICES

Below are details of courses offered by the School of Community Services in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

FOUNDATIONS IN COUNSELLING

Course Code: 3113QB0104
Campus: Industry, City Flinders.

Scope of Delivery: To be advised.

Career Opportunities: Successful completion of the competencies allows participants to articulate to the Certificate IV in Marriage Celebrancy or range of other qualifications offered at the School of Community Services

Course Objectives: The program is designed to be delivered on a part time basis enabling the integration of learning in the students current work situation and other involvements.

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

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

Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

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

To demonstrate sound knowledge of group, interpersonal skills and experience of group work of group process.

Selection Criteria: Direct Entry

Course Duration: 8 months

Course Structure: The course is designed to be delivered on a part time basis enabling the integration of learning in the student’s current work situation and other involvements. The course conducted one afternoon and evening per week and three Saturday workshops, over an eight month period.

Delivery strategies will be directly related to the nature of the work involved as well as to the competencies and the needs of each participant.

Learning will be experiential and as collaborative as possible.

The course is based on the Community Services Training Package standards of competencies.

Unit Structure

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCCSL601A</td>
<td>WORK WITHIN A STRUCTURED COUNSELLING PROCESS</td>
<td>90</td>
</tr>
<tr>
<td>CHCCSL602A</td>
<td>FACILITATE THE COUNSELLING RELATIONSHIP</td>
<td>120</td>
</tr>
<tr>
<td>CHCCSL603A</td>
<td>PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION</td>
<td>120</td>
</tr>
<tr>
<td>CHCCSL604A</td>
<td>REFLECT AND IMPROVE UPON COUNSELLING SKILLS</td>
<td>90</td>
</tr>
</tbody>
</table>

PERFORM GENERAL FUNERAL CELEBRANCY

Course Code: 3113QB0108
Campus: City Flinders.

Scope of Delivery: Part Time

Career Opportunities: This course will enable participants to become competent in planning and performing funeral ceremonies using music, literature and culturally significant elements as well as sensitively relating to family members and related professionals.

Course Objectives: To develop skills and knowledge in planning and conducting civil marriage, name giving, love commitment, renewal of vows ceremonies and corporate events. Also developing skills in areas including rituals and symbols, communication with families in grief, planning, responsibilities and administration of Funeral Services.

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

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

Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

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

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: Core Unit

WFSFNL407A  PERFORM GENERAL FUNERAL CELEBRANCY  40
CERTIFICATE II IN COMMUNITY SERVICES WORK  
Course Code: CHC20202  
Campus: Melton, St Albans, VETiS Delivery: off campus at Secondary Schools auspiced by Victoria University.  
Scope of Delivery: Part Time  
Career Opportunities: Community Services Worker  
Course Objectives: The course provides a pathway qualification into community services work. Please note, this course will be replaced by the new Community Services Training package CHC02B for 2010. Contact the School of Community Services for further information  
Entry Requirements: Other  
Selection Criteria: Interview VETiS Delivery: The Secondary Schools interview and select students based on a combination of interest and academic performance.  
Course Duration: 1 year  
Course Structure: VET in Schools  
To obtain the Certificate II in Community Services Work, students are required to successfully complete a minimum 65 core units and 6 elective units in accordance with the rules specified in the CHC02 Training Package and any additional units as per the Victorian Curriculum and Assessment Authority (VCAA) 2008 Program Structure.  
VETiS Delivery  
VCE VET Units 1-2  
All Six Core Units of Study  
CHCCS201A PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY 50  
CHCCOM1B COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION 15  
CHCORG1B FOLLOW THE ORGANISATION’S POLICIES, PROTOCOLS AND PROGRAMS 15  
CHCORG2B WORK WITH OTHERS 15  
CHCOHS201A FOLLOW OHS PROCEDURES 30  
HLTFA301B APPLY FIRST AID 18  
Plus  
Elective Units of Study  
Three Elective Units from the following list  
CHCDIS201A INTRODUCTION TO DISABILITY WORK 30  
CHCA3C ORIENTATION TO AGED CARE WORK 50  
CHTH1301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20  
CHFCIC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40  
CHCICAB COMMUNICATE WITH CHILDREN 30  
CHCCN1D ENSURE CHILDREN’S HEALTH AND SAFETY 30  
CHCRH1B ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY 50  
CHCPR1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE 40  
CHCCD12D APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50  
VCE VET Units 3-4  
Compulsory Units  
CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE 40  
CHCGROUP2C SUPPORT GROUP ACTIVITIES 20  
CHCRH1B ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY 50  
CHCCW11B OPERATE UNDER A CASE WORK FRAMEWORK 20  
Plus  
Community Services Stream  
CHCAD1C ADVOCATE FOR CLIENTS 20  
CHCD12B APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50  

CERTIFICATE III IN DISABILITY WORK - TEACHERS AID  
Course Code: CHC30302  
Campus: Footscray Nicholson, Possible St Albans for 2009  
Scope of Delivery: Part Time  
Career Opportunities: This course is for people wishing to pursue careers working with people who experience disability. It has a specific focus on working with children in an education setting.  
Course Objectives: This course is for those who wish to work with people who have a disability. Opportunities exist in agencies that provide residential day services; and vocational, early intervention, outreach or respite services. It has a specific focus on working with children in an educational setting.  
Scope of Delivery: This course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self-reliance and community participation.  
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).  
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*.  
Selection Criteria: Interview, Written Test You will be required to attend a group/individual interview and complete a literacy assessment.  
Course Duration: 1 year  
Course Structure: 12 months part-time.  
Core Units of Study  
CHCADMIN5C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75  
CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20  
CHCDIS1C ORIENTATION TO DISABILITY WORK 50  
CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90  
CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING 50
To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

**Course Duration:** 9 months

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**Certificate III in Children's Services**

**Course Code:** CHC30402

**Campus:** Werribee, Footscray Nicholson, Industry, Melton, Campuses.

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

**Career Opportunities:** Child care worker.

**Course Objectives:** Please note, this course will be replaced by the new Community Services Training Package (CHC08) for 2010. Contact the School of Community Services for further information.

This course is designed for individuals working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings. These settings may include long day care centres, pre-school centres and occasional care centres. The course enables students to develop their knowledge and understanding of early childhood development and school age children’s development. The course prepares workers to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

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

**Selection Criteria:** Interview, Written Application, Written Test Entry Requirements. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children’s Services. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants are advised to attend one of the information sessions run by the Department. Applicants are required to submit an application form, attend an interview and sit a selection test.

**Course Structure:** The course is approximately 9 months full-time. Practical Component

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

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

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCOHS301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCN1D</td>
<td>ENSURE CHILDREN’S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCN2C</td>
<td>CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCN4D</td>
<td>RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
<td>30</td>
</tr>
<tr>
<td>CHCF1C</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHC1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR1C</td>
<td>DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN'S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
<td>40</td>
</tr>
<tr>
<td>CHCPR3C</td>
<td>DEVELOP AN UNDERSTANDING OF CHILDREN'S INTERESTS AND DEVELOPMENTAL NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
</tbody>
</table>

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

**Elective Units of Study**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCN5C</td>
<td>CARE FOR BABIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCP2C</td>
<td>ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>CHCRF1C</td>
<td>WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD</td>
<td>25</td>
</tr>
<tr>
<td>CHCORG63B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

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**Certification:**

- **No. 1:** CHC30402
- **No. 2:** HLTFA301B
- **No. 3:** CHCCHILD1C
- **No. 4:** HLTFA1A
- **No. 5:** HLTFA2A
- **No. 6:** HLTFA301B

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**Course Structure:**

- **Core Units:** 6 units selected from the National Training Package by the Department.
- **Elective Units:** 6 units selected from the National Training Package by the Department.

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**Contact:**

School of Community Services Training Package (CHC08) for 2010. Contact the School of Community Services for further information.
CERTIFICATE III IN COMMUNITY SERVICES WORK

Course Code: CHC30802

Campus: Industry, St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: When you graduate, you will be qualified to be a Support Worker within the Community Services Sector. Students may also use this course to further educational pathways within the Community Services Sector e.g., Youth Work, Welfare, Community Development, Children services etc.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Mature age students with or without industry experience. Information sessions, group interviews and written task used in the selection process.

Productivity Places are also available. Students must meet criteria required for course to be funded

Selection Criteria: Written Application You must undertake a literacy test and participate in a group interview.

Course Duration: 0.5 years

Course Structure: The course is approximately 6 months full-time.

Practical Component
A supervised workplace assessment program is required for selected units and is organised by the Department appropriate community sectors. Most agencies require that participants provide a police check clearance before undertaking the workplace training.

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

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

Core Units of Study

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50
CHCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
CHCNF2B MAINTAIN ORGANISATION’S INFORMATION SYSTEMS 40
CHCSS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
CHCSS400A FACILITATE CO-OPERATIVE BEHAVIOUR 40
CHCSS400A RESPOND HOUSTICALLY TO CLIENT ISSUES 75
CHCDMS5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT 20

CHCINF21A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30
OR
CHCINF30A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30

Elective Units of Study

At least two units from Group 1

Group 1
CHCAD01C ADVOCATE FOR CLIENTS 20
CHCCHLD01C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCCS0A PROVIDE FIRST POINT OF CONTACT 30
CHCGROUP2C SUPPORT GROUP ACTIVITIES 20
CHCNF2B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
CHCNIF1C PARTICIPATE IN NETWORKS 20
HLCDS6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR 20

OR
CHCDS01A PROVIDE BEHAVIOUR SUPPORT 30
You will need to choose at least two units, with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

Group 2

CHCADD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
CHCADD3B WORK WITH CLIENTS WHO ARE INTOXICATED 50
CHCADD7B PROVIDE NEEDLE EXCHANGE SERVICES 50
CHCCS0A PROVIDE SUPPORT SERVICES TO CLIENTS 50

Group 3

CHCADD1C WORK EFFECTIVELY WITH YOUNG PEOPLE 40
CHCADD2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE 60
CHCADD3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES 30
CHCADD5C SUPPORT YOUTH PROGRAMS 150
CHCADD7C RESPOND TO CRITICAL SITUATIONS 90

Group 4

CHCADD7C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS 50

AND

CHCPRT01C PROVIDE PRIMARY/ RESIDENTIAL CARE 90

Group 5

CHCPRT01B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE 50
CHCPRT03B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE 50
CHCPRT04B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE 70

Group 6

CHCADD01B ORIENTATION TO DISABILITY WORK 50
CHCADD2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
CHCADD3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES 50

Group 7

CHCAC01C PROVIDE SUPPORT TO AN OLDER PERSON 50
CHCAC02C PROVIDE PERSONAL CARE 50
CHCAC03C ORIENTATION TO AGED CARE WORK 50
CHCAC07A SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE 20
To qualify for admission to the course, an applicant must achieve a band score less than 6.0. International English Language Testing System - Overall score of 6 and no individual component lower than 5.0. Overseas students must provide evidence of proficiency in the English language: entry requirements for Australian resident students or demonstrating equivalence, or undertaking the course, will be considered for admission. In addition to satisfying the qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.

**Course Objectives:**

The course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self-reliance and community participation.

**Career Opportunities:**

Workers at this level are required to have an understanding of Indigenous culture and to work with local communities in the provision of services. Opportunities exist in agencies which provide residential, day services, vocational, early intervention, outreach or respite services. Workers with this qualification report to service managers and may liaise with health professionals and other service agencies. They may work without direct supervision and may be required to supervise and/or co-ordinate a limited number of lower classified workers.

**Scope of Delivery:**

The course aims to provide participants with the vocational skills and competencies required to work with people who experience disability to enhance their ability to achieve greater levels of independence, self-reliance and community participation.

**Selection Criteria:**

Interview, Written Test You will be required to attend a group/individual interview and complete a literacy assessment.

**Course Duration:**

1 year

**Course Structure:**

720-790 hours full-time or part-time equivalent.

**Core Units of Study**

- CHCCOM3C USE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS (50)
- CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT (50)
- CHCDIS1C ORIENTATION TO DISABILITY WORK (50)
- CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPower PEOPLE WITH DISABILITIES (90)
- CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES (50)
- CHCDIS4B DESIGN PROCEDURES FOR SUPPORT (90)
- CHCDIS5C PLAN AND IMPLEMENT COMMUNITY INTEGRATION (90)
- CHCDIS6B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT (90)
- CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK (50)

You will need to choose one unit from the following pairs of units:

- CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK (30)
- CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE (50)

**Elective Units of Study**

Four elective units will be chosen from the National Training Package by the Department.

- HLTF301B APPLY FIRST AID (18)

**Certificate IV in Out of School Hours Care**

**Course Code:** CHC40402

**Campus:** Footscray Nicholson, Industry, City King.

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

**Career Opportunities:**

Child care supervisor, Service Coordinator

**Course Objectives:**

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

**Entry Requirements:**

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

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.

**Course Duration:**

1 year

**Course Structure:**

720-790 hours full-time or part-time equivalent.

**Core Units of Study**

- CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT (50)
- CHCDIS1C ORIENTATION TO DISABILITY WORK (50)
- CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPower PEOPLE WITH DISABILITIES (90)
- CHCDIS3C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES (50)
- CHCDIS4B DESIGN PROCEDURES FOR SUPPORT (90)
- CHCDIS5C PLAN AND IMPLEMENT COMMUNITY INTEGRATION (90)
- CHCDIS6B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT (90)
- CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK (50)

**Elective Units of Study**

Four elective units will be chosen from the National Training Package by the Department.

- HLTF301B APPLY FIRST AID (18)
International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 4 and to work in Children's Services. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

Course Duration: 1 year

Course Structure: The course may be offered on a full-time basis over a minimum of 528 nominal hours or part-time equivalent. Practical Component

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

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCHILD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN1D</td>
<td>ENSURE CHILDREN’S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCICT1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCHOHS401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
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<tr>
<td>CHCPR1C</td>
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<tr>
<td>CHCPR3C</td>
<td>DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS</td>
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<tr>
<td>CHCYTH1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
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<tr>
<td>SRCRDO007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
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<tr>
<td>SRXRIS001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
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<td>SRXTEM003A</td>
<td>WORK IN A RECREATION ENVIRONMENT</td>
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<tr>
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</table>

Elective Units of Study

Plus at least four units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>CHCC2C</td>
<td>CARE FOR CHILDREN</td>
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<tr>
<td>CHCCCHILD3A</td>
<td>PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES</td>
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<tr>
<td>CHCCN3C</td>
<td>PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td>20</td>
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<tr>
<td>CHCCN4D</td>
<td>RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
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CHCF1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40
CHCIC1C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR 40
CHCOR63B PARTICIPATE IN THE WORK ENVIRONMENT 20
CHCOR628A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
CHCPLD2A CONTRIBUTE TO THE POLICY DEVELOPMENT 50
CHCRF1C WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD 25
CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED 90
SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT 10
SRCCRO008A INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT 20
SRDABL002A FACILITATE ADVENTURE-BASED LEARNING ACTIVITIES 25
SRXCA004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS 8
SRXCA005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS 8
SRXME004A COORDINATE EMERGENCY RESPONSE 20
SRXFA004A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES 15

CERTIFICATE IV IN YOUTH WORK

Course Code: CHC40602

Campus: Industry, Footscray Park, St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Youth work, community youth work, outreach, local government.

Course Objectives: This qualification is appropriate for workers who develop and coordinate youth programs through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

The course is appropriate for workers who develop and coordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

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

Selection Criteria: Interview, Written Application, VTAC Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview. Applicants enrol in the Diploma in Youth Work concurrently.

Course Duration: 1 year

Course Structure: 1 year full-time or part-time equivalent.

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE 40
SCHOOL OF COMMUNITY SERVICES

CHCYTH2C  PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE 60
CHCYTH3C  SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES 30
CHCYTH6C  PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE 150
CHCCD12C  APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50
CHCOM3C  UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHC5301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
CHC5401A  FACILITATE CO-OPERATIVE BEHAVIOUR 40
CHC5502A  RESPOND HOSPITABLY TO CLIENT ISSUES 75
CHC5505A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
CHC6301A  PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30
And one of the following units:
CHCYTH4C  SUPPORT YOUNG PEOPLE IN CRISIS 40
Or
CHCYTH7C  RESPOND TO CRITICAL SITUATIONS 90

Elective Units of Study
At least four units from the following:
BSBCMN206A  PROCESS AND MAINTAIN WORKPLACE INFORMATION 30
CHCAOD2B  ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
CHCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
CHCCS501A  ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE 150
CHCDFV1B  RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE 50
CHCMH1B  ORIENTATION TO MENTAL HEALTH WORK 50
CHC59A  PROVIDE SUPPORT SERVICES TO CLIENTS 50
CHCET4A  WORK WITH OTHER SERVICES 70
CHCOR5B  MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
CHC1010A  WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE 50
HLFA1A  APPLY BASIC FIRST AID 10
AND/OR
HLFA301B  APPLY FIRST AID 18
AND/OR
HLFA2A  APPLY ADVANCED FIRST AID 30
HLFA3A  MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20
CHCCM1C  UNDERTAKE CASE MANAGEMENT 20
OR
CHCCM2C  ESTABLISH AND MONITOR A CASE PLAN 50

CERTIFICATE IV IN MARRIAGE CELEBRANCY
Course Code: CHC41502
Campus: Werribee, City Flinders, Sunbury, Flinders Street Campus
Scope of Delivery: Part Time, Full Time

Career Opportunities: Civil Marriage Celebrant

Course Objectives: This course covers the skills and responsibilities of marriage celebrants, including legislation, client contracts, administrative duties and high-level communication skills.

This course covers the responsibilities of marriage celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contract, administration and demonstrating high level communication skills.

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

Selection Criteria: Interview References; Police check. Attendance at the information session and pre-selection interview.

Course Duration: 1 year

Course Structure: 605 nominal hours full-time or part-time equivalent.

Core Units of Study
BSBSBM401A  ESTABLISH BUSINESS AND LEGAL REQUIREMENTS 50
BSBSBM403A  PROMOTE THE BUSINESS 50
BSBSBM405A  MONITOR AND MANAGE BUSINESS OPERATIONS 50
BSBSBM406A  MANAGE FINANCES 50
CHCADMIN5A  WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION 75
CHCCM4B  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES 75
CHC55A  IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS 15
CHCMCE401A  PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY 160
CUSBG0A  MAKE PRESENTATIONS 35

AND/OR

HLFA301B  APPLY FIRST AID 18
AND/OR
HLFA2A  APPLY ADVANCED FIRST AID 30
HLFA3A  MAINTAIN FIRST AID EQUIPMENT AND RESOURCES 20
CHCCM1C  UNDERTAKE CASE MANAGEMENT 20
OR
CHCCM2C  ESTABLISH AND MONITOR A CASE PLAN 50

85
Elective Units of Study
At least two units, selected by the student with the approval of the Head of Department, from the following:

- BSBCMN402A DEVELOP WORK PRIORITIES 30
- BSBCMN403A ESTABLISH BUSINESS NETWORKS 50
- BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
- BSBCMN408A REPORT ON FINANCIAL ACTIVITY 30
- BSBCMN409A PROMOTE PRODUCTS AND SERVICES 20
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30

Note: Electives offered will be selected by the School.

CERTIFICATE IV IN COMMUNITY SERVICES (LIFESTYLE AND LEISURE)
Course Code: CHC41602
Campus: Footscray Nicholson.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.
Course Objectives: The aim of the course is to provide students with a basic grounding in the principles and practice relevant to business in today's corporate world. It is anticipated that students will transfer into a prescribed business degree program thus deepening knowledge in particular areas and developing a specialist skill base.
Entry Requirements: Other To qualify for admission it is preferred that applicants have completed either an aged care course at AQF level III or equivalent, or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Criteria: Interview
Course Duration: To be advised.
Course Structure: Workers in this occupational group work in residential facilities and/or in community agencies and day care centres. Work may be under professional supervision within defined organisational guidelines or as sole practitioners. These workers (assist in) design, implement and evaluate health and leisure for clients in one or more sector areas. These workers may be responsible for other workers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.
Occupational names may include
- Leisure officer
- Recreational activities officer
- Diversional therapy assistant
- Community leisure officer
- Diversional therapist (depending on jurisdiction)
- Recreation activities officer
- Disability officer — day support
- Activities officer
- Support worker — elders club

Preferred pre-requisites for acceptance into this course at Victoria University are Certificate III (Aged Care) or Certificate IV (Disability). There are 9 compulsory units of study required and 7 elective units.

Core Units of Study
- CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
- CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY 50
- CHCRH2A LEISURE AND HEALTH PROGRAMMING 70
- CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS 90
- CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS 90
- CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR 40

And one of the following units:
- CHCHOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30
  or
- CHCHOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30
Elective Units of Study
Seven units, selected from the following, or from the Community Services Training Package units:

Group 1
- CHCADMIN3B UNDERTAKE ADMINISTRATIVE WORK 50
- CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS 75
- CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK 50
- CHCCILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
- CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES 75
- CHCIDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT 90
- CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES 50
- CHCNET4A WORK WITH OTHER SERVICES 70
- CHCORG625B RECRUIT AND CO-ORDINATE VOLUNTEERS 70
- CHCORG65B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
- HLTFA1A APPLY BASIC FIRST AID 10
- HLTFA2A APPLY ADVANCED FIRST AID 30
- SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT 10
- SRCCRD0007A DEVELOP RECREATION PROGRAMS 20
- CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
- CHCINF8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
- HLTFA301B APPLY FIRST AID 18
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements, they must also meet the following criteria:

**Selection Criteria:**
- Year 12 Applicants: ENTER and/or academic record*. Middle-band: Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
- Non-current Year 12 Applicants: ENTER and/or academic record*. International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, or enrolled in the Cert IV/Diploma in Youth Work, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

### Certificate IV in Alcohol and Other Drugs Work

**Course Code:** CHC41702

**Campus:** Footscray Park.

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

**Career Opportunities:** Alcohol and other drug rehabilitation workers, outreach.

**Course Objectives:** This qualification trains workers to provide services and interventions to clients with AOD issues and/or workers who implement health promotion and community interventions. Work may take place in community organisations, residential rehabilitation and outreach services.

### Course Structure:

- **Core Units of Study:**
  - CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
  - CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED 50
  - CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 90

- **Elective Units of Study At least two units selected from the following:**
  - CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 75
  - CHCCS503A PROVIDE ALCOHOL AND/OR OTHER DRUGS WITHDRAWAL SERVICES 150
  - CHCCS504A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 75

**Recognition of Prior Learning:** 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.
FACULTY OF WORKFORCE DEVELOPMENT

At least one unit selected from the following:

CHCCD4B  DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS  150
CHCC59A  PROVIDE SUPPORT SERVICES TO CLIENTS  50
CHCAM11B  ORIENTATION TO MENTAL HEALTH WORK  50
CHCRF2A  PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES  70
CHCAD7B  PROVIDE NEEDLE EXCHANGE SERVICES  50
CHCYTH1A  WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE  50
CHCCS406A  PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING  75
CHCCS501A  ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE  150
CHCCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM  30
BSBCM1206A  PROCESS AND MAINTAIN WORKPLACE INFORMATION  30
CHCHPR0M2A  IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION  75

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

DIPLOMA OF OUT OF SCHOOL HOURS CARE
Course Code: CHCS0202

Campus: Industry, Workplace.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Child care supervisor, director, service manager

Course Objectives: This course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Interview, Written Application, Written Test Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration: 1 year

Course Structure: The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent. Practical Component

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

All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

CHADMIN3B  UNDERTAKE ADMINISTRATIVE WORK  50
CHCCCHILD1C  IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM  30
CHCCN1D  ENSURE CHILDREN'S HEALTH AND SAFETY  30
CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK  50
CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  30
CHCIC1C  INTERACT EFFECTIVELY WITH CHILDREN  70
CHCYTH1C  WORK EFFECTIVELY WITH YOUNG PEOPLE  40
SRRCS001A  DEVELOP RECREATION PROGRAMS  20
SRRXR5001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES  10
SRTXEM003A  WORK AUTONOMOUSLY  7
HDLFA1A  APPLY BASIC FIRST AID  10
AND/OR
HDLFA2A  APPLY ADVANCED FIRST AID  30

Core Units of Study

CHCFEC1  FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT  40
CHCRH5B  CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS  40
CHCCN11C  ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT  40
CHCIC10C  ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR  40
CHCORG5B  MAINTAIN AN EFFECTIVE WORK ENVIRONMENT  50
CHCPO14A  DEVELOP AND IMPLEMENT POLICY  70
CHCPR10C  DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE  170
CHCRF11B  WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD  70
CHCDS501A  MANAGE WORKPLACE OHS MANAGEMENT SYSTEM  40

Elective Units of Study

Plus at least nine units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training...
To qualify for admission to the course, an applicant must consider performance in the full range of VCE studies undertaken.*

Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

A course is for workers who develop and evaluate programs and have responsibility for the supervision of other staff and volunteers. This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or program level. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

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

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

Selection Criteria: Interview, Written Application, Written Test, VTAC Entry Requirements. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children’s Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence care and elective course competencies. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration: 1 year

Course Structure: The course is 1160 nominal hours full-time or part-time equivalent. Practical Component: supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training. Materials Fees. This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions. This course is delivered on a full time or part-time basis plus pre-requisite units.

All prerequisite units must be completed successfully prior to commencing course care and elective units.

Prerequisite Units of Study

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<th>Title</th>
<th>Credits</th>
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<tr>
<td>CHCCN10</td>
<td>ENSURE CHILDREN’S HEALTH AND SAFETY</td>
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<tr>
<td>CHCCN2C</td>
<td>CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN40</td>
<td>RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
<td>30</td>
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<tr>
<td>CHCFIC</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
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<td>CHCPRT</td>
<td>DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
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<td>CHCPRT</td>
<td>DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS</td>
<td>20</td>
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<tr>
<td>CHCIC1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG12</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
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<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
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<tr>
<td>CHCOSH301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
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<tr>
<td>CHCCCHLC1</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
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<tr>
<td>HLTAFA1A</td>
<td>APPLY BASIC FIRST AID</td>
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<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
</tbody>
</table>

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

DIPLOMA OF CHILDREN’S SERVICES (I)

Course Code: CHC50302

Campus: Werribee, Footscray Nicholson, Melton, Campuses.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Child care supervisor, director, service manager.

Course Objectives: This course is for workers who care and develop programs and have responsibility for the supervision of other staff and volunteers.

This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

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

Selection Criteria: Interview, Written Application, Written Test, VTAC Entry Requirements. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children’s Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence care and elective course competencies. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration: 1 year

Course Structure: The course is 1160 nominal hours full-time or part-time equivalent. Practical Component: supervised workplace assessment program for all units is required and is organised by the Department in an appropriate children’s services setting. Most agencies require that participants provide a police check clearance before undertaking the workplace training. Materials Fees. This course has a materials fee for providing goods and materials that are retained by the student. Further information about material fees can be obtained from the Department at the information sessions. This course is delivered on a full time or part-time basis plus pre-requisite units.

All prerequisite units must be completed successfully prior to commencing course care and elective units.

Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN10</td>
<td>ENSURE CHILDREN’S HEALTH AND SAFETY</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN2C</td>
<td>CARE FOR CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN40</td>
<td>RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES</td>
<td>30</td>
</tr>
<tr>
<td>CHCFIC</td>
<td>SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCPRT</td>
<td>DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE</td>
<td>40</td>
</tr>
<tr>
<td>CHCPRT</td>
<td>DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>CHCIC1C</td>
<td>INTERACT EFFECTIVELY WITH CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG12</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHCCS301A</td>
<td>WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCOSH301A</td>
<td>PARTICIPATE IN WORKPLACE SAFETY PROCEDURE</td>
<td>30</td>
</tr>
<tr>
<td>CHCCCHLC1</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>HLTAFA1A</td>
<td>APPLY BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
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<tr>
<td>AND/OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
</tbody>
</table>

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

DIPLOMA OF CHILDREN’S SERVICES (I)

Course Code: CHC50302

Campus: Werribee, Footscray Nicholson, Melton, Campuses.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Child care supervisor, director, service manager.

Course Objectives: This course is for workers who care and develop programs and have responsibility for the supervision of other staff and volunteers.

This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

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

**Diploma Care Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN8B</td>
<td>PLAN CARE ROUTINES</td>
<td>70</td>
</tr>
<tr>
<td>CHCF2C</td>
<td>FOSTER AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCF3C</td>
<td>FOSTER AND ENHANCE CHILDREN'S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCF5C</td>
<td>FOSTER AND ENHANCE CHILDREN'S COGNITIVE AND LANGUAGE DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>CHCP2C</td>
<td>ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT</td>
<td>80</td>
</tr>
<tr>
<td>CHCR9C</td>
<td>DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN11C</td>
<td>ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCP3C</td>
<td>DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE</td>
<td>40</td>
</tr>
<tr>
<td>CHCF11B</td>
<td>WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD</td>
<td>70</td>
</tr>
<tr>
<td>CHCIC10C</td>
<td>ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC12C</td>
<td>PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC501A</td>
<td>MANAGE WORKPLACE OHS MANAGEMENT SYSTEM</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC602C</td>
<td>SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

Plus at least seven units selected by the Head of Department, in accordance with the Community Services Training Package qualification framework rules to meet Victorian regulatory and other requirements.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADM3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCALB</td>
<td>FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>CHCCHLD3A</td>
<td>PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN3C</td>
<td>PREPARE NUTRIENTIALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td>20</td>
</tr>
<tr>
<td>CHCCHLD5A</td>
<td>CARE FOR BABIES</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS405A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCERG3B</td>
<td>PARTICIPATE IN THE WORK ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>CHCF1C</td>
<td>STIMULATE CHILDREN'S DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCF1C</td>
<td>WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD</td>
<td>25</td>
</tr>
<tr>
<td>CHCCHLD1C</td>
<td>ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY</td>
<td>50</td>
</tr>
<tr>
<td>CHLNA3A</td>
<td>PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS</td>
<td>20</td>
</tr>
<tr>
<td>CHCTY1C</td>
<td>WORK EFFECTIVELY WITH YOUNG PEOPLE</td>
<td>40</td>
</tr>
<tr>
<td>CHLNA4A</td>
<td>PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>SRXRS001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>SRRCR0001A</td>
<td>ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT</td>
<td>10</td>
</tr>
<tr>
<td>SRRDRO008A</td>
<td>INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SRXCA005A</td>
<td>CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS</td>
<td>8</td>
</tr>
<tr>
<td>SRRDRO007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
<td>20</td>
</tr>
</tbody>
</table>

These units may be compulsory in some jurisdictions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCF6C</td>
<td>PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN'S EXPRESSIVE DEVELOPMENT</td>
<td>60</td>
</tr>
<tr>
<td>CHCF7C</td>
<td>USE MUSIC AS A MEDIUM TO ENHANCE CHILDREN'S EXPERIENCE AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>CHCF8A</td>
<td>PROVIDE EXPERIENCES WHICH ENHANCE CHILDREN'S DEVELOPMENT AND LEARNING</td>
<td>60</td>
</tr>
</tbody>
</table>

**DIPLOMA OF YOUTH WORK (I)**

**Course Code:** CHC50502

**Campus:** Industry, Footscray Park, St Albans.

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

**Career Opportunities:** Youth work, community youth work, outreach, local government.

**Course Objectives:** This qualification trains those responsible for programs and services designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people, managed through a range of community and institution-based agencies.

This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people. Enrolment in the course includes concurrent enrolment in the Certificate IV In Youth Work.

**Entry Requirements:** Other

**Selection Criteria:** Interview, Written Application, VTAC Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

**Course Duration:** 2 years

**Course Structure:** 2 years full-time or part-time equivalent.

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD2B</td>
<td>A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS3C</td>
<td>CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS</td>
<td>75</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCOM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCYS5C</td>
<td>SUPPORT YOUTH PROGRAMS</td>
<td>150</td>
</tr>
<tr>
<td>CHCYS6C</td>
<td>PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE</td>
<td>150</td>
</tr>
<tr>
<td>CHCYS8B</td>
<td>MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS</td>
<td>150</td>
</tr>
<tr>
<td>CHCCS402A</td>
<td>RESPOND HOLISTICALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
</tr>
<tr>
<td>CHCCHLD1C</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
</tbody>
</table>
Elective Units of Study
At least two units from the following:

- HLFA301B  APPLY FIRST AID  18
- CHCM2C  ESTABLISH AND MONITOR A CASE PLAN  50
- CHCM3B  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT  75
- CHCMH1B  ORIENTATION TO MENTAL HEALTH WORK  50
- CHCRF2A  PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES  70
- CHCYTH9C  DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS  150
- CHCNET3B  DEVELOP NEW NETWORKS  75
- CHCAOD8C  ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES  150
- CHCCW4A  DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES  90
- CHCDFVS8  COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE  70
- CHCPOL4A  DEVELOP AND IMPLEMENT POLICY  70
- CHCYTH10A  WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE  50
- CHCCS405A  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS  30
- CHCCS501A  ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE  150
- CHCORG25B  RECRUIT AND CO-ORDINATE VOLUNTEERS  70
- CHCORG27A  PROVIDE MENTORING SUPPORT TO COLLEAGUES  60
- SRXTEM003A  WORK AUTONOMOUSLY  7

Note: Electives offered will be selected by the School.

DIPLOMA OF COMMUNITY WELFARE WORK (I)
Course Code: CHC50702
Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

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

Course Objectives: 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.

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

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

Course Duration: 2 years

Course Structure: This course is offered over 1252 hours full-time or part-time equivalent.

Core Units of Study

- CHCM3B  DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT  75
- CHCCOM4B  DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES  75
- CHCCD15B  DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY  150
- CHCCW3B  WORK WITH CLIENTS INTENSIVELY  75
- CHCINF5B  MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS  90
- CHCPOL3A  UNDERTAKE RESEARCH ACTIVITIES  50
- CHCPOL4A  DEVELOP AND IMPLEMENT POLICY  70
- CHCAD3A  UNDERTAKE SYSTEMS ADVOCACY  90
- CHCCS402A  RESPOND HOLISTICALLY TO CLIENT ISSUES  75
- CHCADMIN4B  MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES  90
- CHCGROUP3C  PLAN AND CONDUCT GROUP ACTIVITIES  50
- CHCOHS401A  IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE  50
- CHCPOL3A  UNDERTAKE RESEARCH ACTIVITIES  50
- CHCPOL4A  DEVELOP AND IMPLEMENT POLICY  70
- 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.
DIPLOMA OF COMMUNITY SERVICES LIFESTYLE AND LEISURE
Course Code: CHC50802

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Workers in this occupational group work in residential facilities and/or in community agencies and day care centres.

Course Objectives: This course is appropriate for those working under supervision in residential facilities, and/or in community agencies and day care centres.

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

Entry Requirements: Other To qualify for admission, it is preferred that applicants have completed either an aged care course at AQF level III or equivalent, or a disability course at AQF level IV or equivalent. All applicants must attend an interview. Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Interview, Written Application

Course Duration: 1 year

Course Structure: Full-time over 897 nominal hours. Part-time one day per week for 2 years PLUS 15 day placement.

Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCRH1A</td>
<td>ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY</td>
<td>50</td>
</tr>
<tr>
<td>CHCRH2A</td>
<td>LEISURE AND HEALTH PROGRAMMING</td>
<td>70</td>
</tr>
<tr>
<td>CHCRH3A</td>
<td>DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS</td>
<td>90</td>
</tr>
<tr>
<td>CHCRH4A</td>
<td>CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS</td>
<td>90</td>
</tr>
<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD12C</td>
<td>APPLY A COMMUNITY DEVELOPMENT FRAMEWORK</td>
<td>50</td>
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<tr>
<td>CHCDS1B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
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<tr>
<td>CHCORG5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCORG28A</td>
<td>REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE</td>
<td>120</td>
</tr>
<tr>
<td>CHCOMM4B</td>
<td>DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS41A</td>
<td>FACILITATE CO-OPERATIVE BEHAVIOUR</td>
<td>40</td>
</tr>
<tr>
<td>CHCCS42A</td>
<td>RESPOND HOSIALLY TO CLIENT ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS45A</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>30</td>
</tr>
<tr>
<td>CHCGROUP3C</td>
<td>PLAN AND CONDUCT GROUP ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>CHCOHS401A</td>
<td>IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE</td>
<td>50</td>
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</table>

And one of the following units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHCORG5B</td>
<td>MAINTAIN AN EFFECTIVE WORK ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>OR</td>
<td>CO-ORDINATE WORK</td>
<td>60</td>
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</table>

Elective Units

One unit from Group 1 Organisational Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD3B</td>
<td>UNDERTAKE ADMINISTRATIVE WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS4C</td>
<td>MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</td>
<td>90</td>
</tr>
<tr>
<td>CHCINF5B</td>
<td>MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS</td>
<td>90</td>
</tr>
<tr>
<td>CHCINF7B</td>
<td>COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS</td>
<td>40</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>MAINTAIN EFFECTIVE NETWORKS</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET4A</td>
<td>WORK WITH OTHER SERVICES</td>
<td>70</td>
</tr>
<tr>
<td>CHCORG1B</td>
<td>LEAD AND DEVELOP OTHERS</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG2B</td>
<td>ACT AS A RESOURCE TO OTHER SERVICES</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG67A</td>
<td>PROVIDE MENTAL HEALTH SUPPORT</td>
<td>60</td>
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<tr>
<td>CHCORG6B</td>
<td>CO-ORDINATE THE WORK ENVIRONMENT</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG7B</td>
<td>MANAGE WORKPLACE ISSUES</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG8C</td>
<td>ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES</td>
<td>75</td>
</tr>
<tr>
<td>CHCPSL4A</td>
<td>DEVELOP AND IMPLEMENT POLICY</td>
<td>70</td>
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<tr>
<td>HLTFA2A</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>SRCCR009A</td>
<td>CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS</td>
<td>30</td>
</tr>
<tr>
<td>CHCD4B</td>
<td>DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS</td>
<td>150</td>
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<tr>
<td>SRCCR007A</td>
<td>DEVELOP RECREATION PROGRAMS</td>
<td>20</td>
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<tr>
<td>SRXTEM003A</td>
<td>WORK AUTONOMOUSLY</td>
<td>7</td>
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<tr>
<td>HLTFA301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
</tbody>
</table>

Plus two units selected by the student with the approval of the Head of Department, from ONE group of the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Diploma level.

Group 2 Aged Care

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHCAC15A</td>
<td>PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA</td>
<td>60</td>
</tr>
<tr>
<td>CHCAC6C</td>
<td>SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS</td>
<td>50</td>
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<tr>
<td>CHCAC3C</td>
<td>ORIENTATION TO AGED CARE WORK</td>
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Group 3 Disability

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CHCDS1B</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS5C</td>
<td>PLAN AND IMPLEMENT COMMUNITY INTEGRATION</td>
<td>90</td>
</tr>
<tr>
<td>SRCCR0010A</td>
<td>CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY</td>
<td>30</td>
</tr>
<tr>
<td>CHCHILDT1</td>
<td>IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM</td>
<td>30</td>
</tr>
<tr>
<td>CHCDS16A</td>
<td>PROVIDE ADVANCED BEHAVIOUR SUPPORT</td>
<td>90</td>
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<tr>
<td>CHCDS57B</td>
<td>DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS</td>
<td>90</td>
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Group 4 Mental Health

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHCAM1B</td>
<td>ORIENTATION TO MENTAL HEALTH WORK</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS9A</td>
<td>PROVIDE SUPPORT SERVICES TO CLIENTS</td>
<td>50</td>
</tr>
</tbody>
</table>
DIPLOMA OF ALCOHOL AND OTHER DRUGS WORK

Course Code: CHC51102

Campus: Footscray Park.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Alcohol and other drug rehabilitation workers, outreach.

Course Objectives: This course trains workers who provide alcohol and other drugs rehabilitation and outreach services to clients. It includes counselling, referral, advocacy and education/health promotion.

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

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

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission students must be currently employed in the alcohol and drug sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Interview Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

Course Duration: 2 years

Course Structure: This course is offered on a full-time basis over a minimum of 1082 nominal hours or part-time equivalent.

Core Units of Study

Unit of Study Code Hours

CHCAD3A ADVOCATE FOR CLIENTS 20
CHCCS51B DELIVER AND MONITOR SERVICES TO CLIENTS 20
CHCADC8C ASSESS THE Needs OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 150

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
CHCCW3B WORK WITH CLIENTS INTENSIVELY 75
CHCNET4A WORK WITH OTHER SERVICES 70
CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES 75
CHCAOD11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES 90
CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES 75
CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30

And one of the following

CHOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30
Or

CHOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50

Elective Units of Study

At least five units, selected by the student with the approval of the Head of Department, three (3) units may be selected from the following list or from other Community Services Training Package units available at this or higher levels. Two (2) units may be selected from the following list or from other relevant training package units available at Diploma level:

Unit of Study Code Hours

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 70

Group 6 Youth

CHCPRT5C PROVIDE SUPERVISION IN THE COMMUNITY 50

Group 7 Indigenous and Multicultural Groups

HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS 20
HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS 20

Group 5 Alcohol and Other Drugs

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK 50
CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES 70

School of Community Services
DIPLOMA OF COMMUNITY DEVELOPMENT (I)

Course Code: CHC51402

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Community capacity building, community engagement, community development work, community projects in non-government and government programs.

Course Objectives: 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.

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

Entry Requirements: Other To qualify for admission to the course, applicants must have significant paid and/or voluntary community sector, post secondary school experience and be able to complete educational learning at year 12 or equivalent level. Recognition of prior learning and skills recognition may be available based on skills and knowledge acquired by the applicant through previous experience and study.

Selection Criteria: To be advised.

Course Duration: To be advised.

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  PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION  90
- CHCCSL604A  REFLECT AND IMPROVE UPON COUNSELLING SKILLS  90
- CHCHPROM2A  IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION  75
- SRXTEM003A  WORK AUTONOMOUSLY  7

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

ADVANCED DIPLOMA OF DISABILITY WORK

Course Code: CHC60102

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: When you graduate, you will be qualified to pursue a career working in Human Services/Disability/ Community Work Sector.

Course Objectives: This course provides participants with the high level skills and knowledge required to deliver and manage services for people who experience disability.

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

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.

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

Selection Criteria: Interview, Written Application You must be either in paid employment or volunteering in the sector. You must also be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience. All applicants must complete a TAFE Supplementary Application form and attend an interview. All agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration: 2 years

Course Structure: This course is two years full-time or part-time equivalent.

Core Units of Study

- CHCPOLS3A  UNDERNEATH RESEARCH ACTIVITIES  50
- CHCPOLS4A  DEVELOP AND IMPLEMENT POLICY  70
- CHCPOLS5A  MANAGE RESEARCH ACTIVITIES  75

Elective Units of Study

- CHCGRUP3C  PLAN AND CONDUCT GROUP ACTIVITIES  50
- CHCGR628A  REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE  120
- CHCGR66B  CO-ORDINATE THE WORK ENVIRONMENT  90
To qualify for admission to the course, an applicant must all prerequisite competencies prior to commencing core and elective course supervisory level in Children's Services. Applicants must have successfully completed to undertake formal study at AQF level 6 and to work at an advanced skill or of Department that they possess the necessary aptitude, skills and knowledge or equivalent, and /or be able to demonstrate to the satisfaction of the Head to qualify for admission to the course, applicants must have completed year 12 Selection criteria:

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

overseas students must provide evidence of proficiency in the English language: entry requirements for Australian resident students or demonstrating equivalence, undertake the course, will be considered for admission. In addition to satisfying the qualifications, work or life experiences which would enable them to successfully

consideration is given to performance in the full range of VCE studies undertaken.*

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

Selection Criteria: Interview, Written Application, Written Test Entry Requirements. To qualify for admission to the course, applicants must have completed year 12 or equivalent, and /or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at ADF level 6 and to work at an advanced skill or supervisory level in Children's Services. Applicants must have successfully completed all prerequisite competencies prior to commencing core and elective course competencies. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience. Applicants are required to submit an application form and sit a selection test. Applicants may also be required to attend an interview.

Course Duration: 1 year

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

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

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

Prerequisites

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

CHCN10 ENSURE CHILDREN’S HEALTH AND SAFETY 30
CHCN2C CARE FOR CHILDREN 70
CHCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES 30
CHCP1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE 40
CHCP3C DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS 20
HLTFA1A APPLY BASIC FIRST AID 10
HLTFA2A APPLY ADVANCED FIRST AID 30
CHCN5C CARE FOR BABIES 40
CHCFC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE 40
CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN 70
CHCN8B PLAN CARE ROUTINES 70
CHCFC2C FOSTER AND ENHANCE CHILDREN’S DEVELOPMENT 40
CHCF3C FOSTER AND ENHANCE CHILDREN’S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT 100
CHCF5C FOSTER AND ENHANCE CHILDREN’S COGNITIVE AND LANGUAGE DEVELOPMENT 100
CHCP2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT 80
CHCP9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN 80
CHCR1F1B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD 70
CHCN1C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT 40
CHCNC1C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR 40
CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS 40
CHCP10C DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE 170
CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK 50
CHCOH301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE 30
CHCCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK 95
To qualify for admission to the course, an applicant must have a licence at the time enrolment, is required to fulfil the driving component of the course and the student of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to undergo an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A TAFE Direct Admission/Supplementary Information form. Applicants will need a TOEFL score of 510 or IELTS score of 6.0 or International English Language Testing System - Overall score of 6 and no individual component score less than 6.0.

Selection Criteria: Interview, Written Application All applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record. Middle-band: Consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

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

**Care Units of Study**

**Unit of Study Code**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR301A</td>
<td>COMMUNICATE AND WORK EFFECTIVELY IN HEALTH</td>
<td>20</td>
</tr>
<tr>
<td>HLTHS5200A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTI301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTAHBC301B</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>20</td>
</tr>
<tr>
<td>HLTAHBT301A</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
<td>20</td>
</tr>
<tr>
<td>HLTAHPT301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
<td>20</td>
</tr>
<tr>
<td>HLTF301B</td>
<td>APPLY FIRST AID</td>
<td>18</td>
</tr>
<tr>
<td>HLTA402B</td>
<td>APPLY ADVANCED FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>BSMD202A</td>
<td>USE BASIC MEDICAL TERMINOLOGY</td>
<td>30</td>
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<tr>
<td>BSBL303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
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Five Elective Units of Study

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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTAHBT402B</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>CHCD151C</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>50</td>
</tr>
</tbody>
</table>

**DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)**

**Course Code:** HLT50407

**Campus:** St Albans, Campus.

**Scope of Delivery:** Part Time

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

**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 are from state to state. This qualification does not enable graduates to apply for positions in Ambulance Service Victoria. Occupational titles may include Ambulance Transport Attendant and Ambulance Attendant.

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

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

**Clinical Placement Requirements**

Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. Students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Metropolitan Ambulance Service (MAS and Rural Ambulance Service (RAV). Students must meet medical standards including the medical guidelines for the ‘Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003’. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

**Course Duration:** 1 year

**Course Structure:** Part-time for 12 months. This is a full fee paying course. This course is offered on a part time basis only.

There are nine prerequisite units for entry to this qualification. These unit will be offered to those needing to undertake them. This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units.

**Pre-requisite Units of Study**

The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the Health Training package 2007.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BSBL303B</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>HLTHS500A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTI301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
<tr>
<td>HLTABAE403B</td>
<td>FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT</td>
<td>40</td>
</tr>
<tr>
<td>HLTAMBSC401A</td>
<td>MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY</td>
<td>50</td>
</tr>
<tr>
<td>HLTAMBFC301B</td>
<td>COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE</td>
<td>20</td>
</tr>
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<td>HLTABMC401A</td>
<td>DELIVER BASIC CLINICAL CARE</td>
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<td>HLTABT301A</td>
<td>TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS</td>
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Faculty of Workforce Development

Seven Core Units of Study

- HLTAMBAS501A  CONDUCT CLINICAL ASSESSMENT  80
- HLTAMBCR502A  DELIVER STANDARD CLINICAL CARE  150
- HLTAMBFC402B  COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS  50
- HLTAMBD401B  MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT  20
- HLTAMBAE501B  IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY  40
- HLTHIR402B  CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY  30
- HLTOHS456A  IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK  40

Seven Elective Units of Study

- PUAEME001A  PROVIDE EMERGENCY CARE  20
- HLTAMBSC503A  CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY  50
- HLTAMBSC502B  MANAGE THE SCENE OF A SPECIAL EVENT  120
- HLTAMBT402B  TRANSPORT EMERGENCY CLIENTS  60
- CHCAC3C  ORIENTATION TO AGED CARE WORK  50
- CHCCS301A  WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK  50
- CHCDIS31C  ORIENTATION TO DISABILITY WORK  50
SUBJECTS
Below are subject details for courses offered by the School of Community Services in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

Bsbmed201A use basic medical terminology
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

BsbmgT603A review and develop business plans
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop tactical and operational plans; Review business systems.
Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

BsbmgT608A manage innovation and continuous improvement
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

Chcac15A provide care support which is responsive to the specific nature of dementia
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Use communication strategies which take account of the progressive and variable nature of dementia; Provide appropriate activities to maintain clients’ dignity, skills and health at an optimum level; Develop and implement strategies which minimise the impact of challenging behaviours.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

Chcac17A support the older person to maintain their independence
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Support the older person with their instrumental activities of living; Recognise and report changes in an older person’s ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

Chcac1C provide support to an older person
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of the physical and psychosocial aspects of ageing; Establish and maintain appropriate relationships with older people; Assist the older person to identify and meet their needs; Respond to situations of risk to the older person within work role and responsibilities.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

Chcac2C provide personal care
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person’s personal care needs; Support or assist the older person to meet their personal care needs.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum
FACULTY OF WORKFORCE DEVELOPMENT

CHCAC3A  ORIENTATION TO AGED CARE WORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCAC6C  SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person’s cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person’s expressions of identity and sexuality.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCAC7C  PLAN AND MONITOR SERVICE DELIVERY PLANS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCAD1C  ADVOCATE FOR CLIENTS

Locations: Melton, St Albans, Off campus at Secondary Schools auspiced by Victoria University.
Prerequisite(s): To be advised.
Content: Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.
Unit Hours: 20
Required Reading: Student Reader Victoria University Staff 08 2008 VU
Assessment: Group assessment, research, written assessment, role plays

CHCAD2B  A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.
Unit Hours: 75
Required Reading: No text required
Assessment: In class assessment, written assignments, case studies, presentation, field visit

CHCAD3A  UNDERTAKE SYSTEMS ADVOCACY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community; Work with consumers, service users, services and other stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs.
Unit Hours: 90
Required Reading: To be advised.
Assessment: Written assignment, case study

CHCAD4A  PROVIDE ADVOCACY AND REPRESENTATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish the representative role and process; Participate in decision-making forums; Negotiate outcomes and liaise with key people; Evaluate effectiveness of strategies.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCADMIN3B  UNDERTAKE ADMINISTRATIVE WORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain accounts; Participate in budgeting processes; Operate equipment; Maintain equipment; Monitor equipment use and needs.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum
CHCADMIN4B MANAGE THE ORGANISATION’S FINANCES, ACCOUNTS AND RESOURCES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement budget processes; Establish and implement systems for financial management and reporting; Manage the use of funds; Develop and recommend funding options; Develop and implement resourcing proposals to meet operational needs; Monitor resource usage and performance; Manage property, equipment and stores.
Unit Hours: 90
Required Reading: -
Assessment: Budget, submission

CHCADMIN5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Unit Hours: 75
Required Reading: -
Assessment: On the job assessment, written assessments

CHCAL7B FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Design and distribute information to parents. Provide care within guidelines and requirements. Complete financial records required. Organise insurance coverage. Organise leave arrangements.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide services to meet client needs; Review client progress; Evaluate work undertaken with clients.
Unit Hours: 75
Required Reading: -
Assessment: Written assessments, verbal discussion

CHCAOD11A PROVIDE ADVANCED INTERVENTIONS TO MEET THE NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUG ISSUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply suitable counselling and support techniques to assist individuals with AOD issues; Review personal and agency ability to deliver service to address all client needs.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.
Unit Hours: 50
Required Reading: -
Assessment: In class debate and quiz, research, role plays, case studies

CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Respond to cues; Assist in responding to people’s needs; Use self-protection strategies.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide a service to intoxicated clients; Assist client with longer term needs; Apply strategies to reduce harm or injury.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Written assessments, verbal discussion
CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide needle and syringe services; Provide education on safer drug use.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Assess the needs and status of client/s; Develop a case management plan with the client; Refer clients.
Unit Hours: 150
Required Reading: -
Assessment: In class activity, case studies, in class debate, on the job assessment

CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Check needs of clients; Support management of withdrawal; Evaluate client withdrawal; Assist clients with ongoing harm minimisation.
Unit Hours: 150
Required Reading: -
Assessment: As per accredited curriculum

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Operate within a community development framework; Work with individuals and groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Unit Hours: 50
Required Reading: Not required
Assessment: In class assessment, verbal and written discussion, research

CHCCD12D APPLY A COMMUNITY DEVELOPMENT FRAMEWORK
Locations: Melton, St Albans, Off site at Secondary schools we auspice
Prerequisite(s): To be advised.
Content: Operate within a community development framework; Work with groups to achieve community development outcomes; Address individual issues arising when working within a community development framework; Work effectively with diversity in the community.
Unit Hours: 50
Required Reading: Student Reader Victoria University Staff 08 5th edition 2008 VU
Assessment: As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.
Unit Hours: 70
Required Reading: -
Assessment: Written assignment, presentation

CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish and build group processes; Facilitate and maintain public processes; Implement structures.
Unit Hours: 150
Required Reading: -
Assessment: Written work, group work task

CHCCD1B SUPPORT COMMUNITY PARTICIPATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work with individuals and the community to promote participation; Support existing community activities.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop the education project; Deliver the education project; Review the education project.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Unit Hours: 150
Required Reading: To be advised.
Assessment: Written report, group work

CHCCD5B DEVELOP COMMUNITY RESOURCES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.
Unit Hours: 90
Required Reading: To be advised.
Assessment: Project, placement workbook, class activities

CHCCD8B SUPPORT COMMUNITY ACTION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.
Unit Hours: 90
Required Reading: To be advised.
Assessment: Written assignments, in class assessment, verbal or written discussion, group assessment

CHCCD9B SUPPORT COMMUNITY LEADERSHIP

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.
Unit Hours: 90
Required Reading: To be advised.
Assessment: Simulation, written assignment

CHCCCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM

Locations: Werribee, Footscray Nicholson, Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.
Unit Hours: 30
Required Reading: No required text for this unit
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCCHILD2C SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCFINALC PROMOTE THE SAFETY, WELL-BEING AND WELFARE OF CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit applies to workers who use a range of strategies that aim to prevent child abuse and neglect by building the capacities of individuals and communities to care for children. It can apply to working with individuals, groups or a community. It focuses on providing access to appropriate developing information and support networks.
Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork, case studies

CHCCM1C UNDERTAKE CASE MANAGEMENT

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Provide for client needs and monitor progress on a regular basis; Promote client’s development.
Unit Hours: 20
Required Reading: No text required
Assessment: As per accredited curriculum

CHCCM2C ESTABLISH AND MONITOR A CASE PLAN

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.
Unit Hours: 50
Required Reading: No required text for this unit
Assessment: As per accredited curriculum

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Unit Hours: 75
Required Reading: -
Assessment: Presentation, group work, task, written report
CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide a lead in case management practice; Provide practice advice on complex cases.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCM5B DEVELOP PRACTICE STANDARDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Promote practice standards; Provide case work consultancy to promote best practice.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCN1C ESTABLISH, MANAGE AND MONITOR THE IMPLEMENTATION OF A SAFE AND HEALTHY ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess and improve the safety of environments; Co-ordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCCN1D ENSURE CHILDREN’S HEALTH AND SAFETY

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children; Travel with children safely; Administer medication within guidelines.
Unit Hours: 30
Required Reading: No required text
Assessment: As per accredited curriculum

CHCCN2C CARE FOR CHILDREN

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children; Travel with children safely; Administer medication within guidelines.
Unit Hours: 30
Required Reading: No required text
Assessment: As per accredited curriculum

CHCCN3C PREPARE NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the preparation of nutritionally balanced food for babies, children and young people applying basic food handling practices including personal hygiene.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Respond to threats and situations of danger.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CHCCN5C CARE FOR BABIES

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Respond to babies/infants cues and needs; Develop and maintain a nurturing relationship with babies/infants; Settle new arrivals; Provide an environment that promotes security for children.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

advocating to children.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
CHCCN8B PLAN CARE ROUTINES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan daily routine. Adapt and change routines.
Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Effective communication in the workplace and applying specialist communication techniques.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.
Unit Hours: 50
Required Reading: -
Assessment: In class assessment, written assignments, group assessments, presentation

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.
Unit Hours: 75
Required Reading: -
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCCS1B DELIVER AND MONITOR SERVICES TO CLIENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify clients needs by collecting routine information; Deliver client service; Review client service.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Target client services; Deliver client service; Develop and promote client services.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK
Locations: Werribee, Footscray Nicholson, Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation’s policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.
Unit Hours: 50
Required Reading: No
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation’s procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCS304A ASSIST WITH SELF MEDICATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Check authority to provide assistance; Assist with self administration; Comply with the organisation’s procedures for handling the range of contingencies which may arise.
Unit Hours: 40
Required Reading: To be advised.
Faculty of Workforce Development

Assessment: As per accredited curriculum

**CHCSS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS**

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.
Unit Hours: 75
Required Reading: -
Assessment: In class assessment, case studies, group assessments, presentation

**CHCSS401A FACILITATE CO-OPERATIVE BEHAVIOUR**

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.
Unit Hours: 40
Required Reading: Not required
Assessment: Case studies, presentation, on the job assessment, written assessment

**CHCSS402A RESPOND HOLISTICALLY TO CLIENT ISSUES**

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.
Unit Hours: 75
Required Reading: Not required
Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

**CHCSS403A PROVIDE BRIEF INTERVENTION**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Explain what brief intervention is and how it can be effectively used; Assess a client’s need for intervention and the type of brief intervention required; Practice and use brief intervention strategies which match a client’s stage of change; Monitor brief intervention activities.
Unit Hours: 75
Required Reading: To be advised.
Assessment: As per accredited curriculum

**CHCSS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS**

Locations: Footscray Nicholson, Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Unit Hours: 30
Required Reading: No required text.
Assessment: Oral presentation, in class discussion, written assignment, portfolio, case studies

**CHCSS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify clients particular needs and interests in relation to health, wellbeing and parenting; Lead a group to communicate about parenting; Identify and respond to group and individual needs; Support the practice of new behaviours.
Unit Hours: 75
Required Reading: -
Assessment: As per accredited curriculum

**CHCSS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

**CHCSS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Co-ordinate services provided to clients; Plan client service delivery; Review client services.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum
CHCCS501A ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify and estimate the level and immediacy of the current self-harm/suicide risk; Undertake the necessary action required to promote safety; Facilitate and strengthen the individual’s links to further care; Provide on-going support once it is assessed that there is no imminent risk.
Unit Hours: 150
Required Reading: No required text for this unit
Assessment: As per accredited curriculum

CHCCS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.
Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.
Unit Hours: 75
Required Reading: -
Assessment: As per accredited curriculum

CHCCS8A PROVIDE FIRST POINT OF CONTACT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Greet and observe client; Collect routine information from the client; Identify priority of need for service; Provide information to clients about the service and other relevant services.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCS9A PROVIDE SUPPORT SERVICES TO CLIENTS

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Establish an appropriate working relationship with clients to assist them to identify their needs; Support clients to meet their needs; Promote preventative strategies; Review work with clients; Use self-protection strategies as required; Refer clients; Provide specialist services to clients.
Unit Hours: 50
Required Reading: No required text for this unit
Assessment: As per accredited curriculum

CHCCSL601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.
Unit Hours: 90
Required Reading: -
Assessment: video, written, reflection, presentation, role play

CHCCSL602A FACILITATE THE COUNSELLING RELATIONSHIP

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process from the counselling process to an end.
Unit Hours: 120
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCCSL603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.
Unit Hours: 120
Required Reading: -
Assessment: Journal, video, group presentation
CHCCSL604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCCW11B OPERATE UNDER A CASE WORK FRAMEWORK
Locations: Maitland, St Albans, Off campus at Secondary Schools auspiced by Victoria University.
Prerequisite(s): To be advised.
Content: Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.
Unit Hours: 20
Required Reading: Student Reader Victoria University Staff 08 4th Edition 2008 VU
Assessment: As per accredited curriculum

CHCCW13B WORK WITH CLIENTS INTENSIVELY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide high quality case work; Enlist specialist services; Establish transition processes.
Unit Hours: 75
Required Reading: To be advised.
Assessment: Presentation, written reflection, written assignment

CHCCW14A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES
Locations: Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Guide the assessment of need of families in the community; Facilitate the implementation of relevant policies and directions; Design the delivery of an inclusive service; Supervise the quality of service delivery.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCDFV38 PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify immediate risks and needs; Explore interventions; Develop and implement support plans.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCDFV5B COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Establish confidence; Explore issues; Identify possible future directions.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish confidence and rapport with children; Explore issues and develop plans; Provide support, advocacy and information.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CHCDD10B PROVIDE CARE AND SUPPORT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish and maintain an appropriate relationship with people with disabilities; Provide appropriate support to people with disabilities; Assist in maintaining an environment that enables maximum independent living.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDD11B CO-ORDINATE DISABILITY WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.
Unit Hours: 150
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDIS15A PROVIDE BEHAVIOUR SUPPORT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow daily lifestyle routines; Support people with disabilities to engage in their daily routine; Provide support to reduce inappropriate behaviours; Manage challenging behaviour.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrates an understanding of the influence and purpose of behaviour; Assess problem behaviour; Develop multi-element support plans to meet individual needs; Utilises appropriate reactive strategies.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDIS1B ORIENTATION TO DISABILITY WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCDIS1C ORIENTATION TO DISABILITY WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work to enhance the independence and ‘self-determination’ of the person with a disability; Foster the independence of a person with a disability; Contribute to the development and review of policy and legislation related to disabilities and disability services; Recognise and accommodate the expressions of identity and sexuality of the person with a disability.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCDIS2C MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a people with a disability.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess the person with a disability’s personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.
Unit Hours: 90
CHCFC10C ENHANCE THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Promote the child’s exploration and development of identity. Promote the child’s developing sense of competence.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

CHCFC11C STIMULATE CHILDREN’S DEVELOPMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure. Actively guide and encourage children to undertake a variety of developmentally appropriate activities. Facilitate children’s play and leisure.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

CHCFC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

Locations: Werribee, Footscray Nicholson, Industry, St Albans

Prerequisite(s): To be advised.

Content: Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age; Support the cognitive development of children within the relevant age group.

Unit Hours: 40
CHCFC20B PROMOTE THE ETHICAL UNDERSTANDINGS OF CHILDREN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit applies to workers in childcare settings and refers to the role of workers in assisting and promoting the development of children’s ethical understandings.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CHCFC2C FOSTER AND ENHANCE CHILDREN’S DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Create opportunities for children to develop and practice a wide range of physical skills that develop independence and autonomy; Provide experiences that promote mutual support and cooperation and the value of diversity; Provide experiences aimed at developing self-esteem, self-concept; Interact appropriately with the child to foster development.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCFC3C FOSTER AND ENHANCE CHILDREN’S SOCIAL EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Encourage children’s independence and autonomy; Foster children’s developing self-esteem and developing self-concept; Create opportunities and activities that encourage children to express their feelings, needs and ideas; Provide experiences for children to support and cooperate with each other; Provide opportunities for social interaction.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

CHCFC5C FOSTER AND ENHANCE CHILDREN’S COGNITIVE AND LANGUAGE DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assist children to develop thinking and problem solving skills. Stimulate children’s awareness. Stimulate the child’s use and understanding of language. Support the child’s skills in their own (non-English) language as relevant. Assess language development of the child and plan strategies for language development.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

CHCFC6C PROVIDE EXPERIENCES WHICH FACILITATE CHILDREN’S EXPRESSIVE DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit is an essential part of delivery of childcare services and relates to developing and delivering programs that provide opportunities for children to develop and experiment with self-expression through visual arts experiences and through language and literature experiences.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

CHCFC7C USE MUSIC AS A MEDIUM TO ENHANCE CHILDREN’S EXPERIENCE AND DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit is an essential part of the programming and delivery of child care services and aims to provide essential developmental experiences in music and movement.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCFC8A PROVIDE EXPERIENCES WHICH ENHANCE CHILDREN’S DEVELOPMENT AND LEARNING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit relates to the development and delivery of programs that match children’s developmental stages and promotes a desire to learn and provides skills to do so through science, mathematics, technology and environmental experiences and through dramatic, imaginative and imaginative play experiences.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

CHCGROUP2C SUPPORT GROUP ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.
Unit Hours: 20
Required Reading: -
Assessment: In class assessment, role plays, case studies

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities
CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT

**Locations:** To be advised.

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

**Content:** Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles; Cultural and religious issues when working in home and community settings.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** Oral presentation, in class discussion, written assignment

CHCHC302A PROVIDE PERSONAL CARE

**Locations:** To be advised.

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

**Content:** Demonstrate an understanding of personal care.; Recognise and report changes in an older person’s health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrated understanding of lifting/moving methods and aids and equipment.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

CHCPROM1A SHARE HEALTH INFORMATION

**Locations:** To be advised.

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

**Content:** Identify health information requirements; Develop health information in an appropriate context; Implement sharing of health information; Evaluation presentation of health information.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

CHCPROM2A IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION

**Locations:** To be advised.

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

**Content:** A knowledge of key issues in preventative health care is applied; Work within the educational framework of health promotion.

**Unit Hours:** 75

**Required Reading:** -

**Assessment:** As per accredited curriculum

CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR

**Locations:** To be advised.

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

**Content:** Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child’s behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.

**Unit Hours:** 40

**Required Reading:** -

**Assessment:** As per accredited curriculum

CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

**Locations:** To be advised.

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

**Content:** Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child’s additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.

**Unit Hours:** 40

**Required Reading:** -

**Assessment:** As per accredited curriculum

CHCIC1C INTERACT EFFECTIVELY WITH CHILDREN

**Locations:** Werribee, Footscray Nicholson, Industry, St Albans

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

**Content:** Communicate positively with children on an ongoing basis; Promote positive behaviour; Collaborate with children about their interests; Respect similarities and differences and encourage children to respect these differences; Support children in learning about the decision making process.

**Unit Hours:** 70

**Required Reading:** No text required

**Assessment:** As per accredited curriculum

CHCIC20B MANAGE COMPLEX BEHAVIOURAL SITUATIONS

**Locations:** To be advised.

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

**Content:** This unit describes the requirement for worker to manage complex behavioural situations.

**Unit Hours:** 30

**Required Reading:** To be advised.

**Assessment:** As per accredited curriculum

CHCICAB COMMUNICATE WITH CHILDREN

**Locations:** To be advised.

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

**Content:** Communicate positively with children; Apply limits and guidelines for behaviour within service policies;
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCINFO2B MAINTAIN ORGANISATION’S INFORMATION SYSTEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain accurate records; Handle organisational correspondence; Provide information as required.
Unit Hours: 40
Required Reading: -
Assessment: In class assessment, research, on the job assessment, written assessments

CHCINFO4B MANAGE THE ORGANISATION’S INFORMATION SYSTEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.
Unit Hours: 75
Required Reading: -
Assessment: As per accredited curriculum

CHCINFO5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.
Unit Hours: 90
Required Reading: -
Assessment: Placement workbook

CHCINFO7B MEET INFORMATION NEEDS OF THE COMMUNITY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify information requirements; Address information requirements.
Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCINFO8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements..
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCINFO8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCMCEL401A PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Comply with legal obligations; Plan ceremony; Conduct ceremony; Review ceremony.
Unit Hours: 160
Required Reading: -
Assessment: In class assessment, presentation, verbal and written discussion, research

CHCMH1B ORIENTATION TO MENTAL HEALTH WORK
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.
Unit Hours: 50
Required Reading: No text is required for this unit
Assessment: As per accredited curriculum
CHCMH7A PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and address the needs of families and carers of consumer; Work with consumers and consumer networks to support needs of those with mental illness.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCMH8A PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Support consumers with a dual diagnosis; Identify, liaise with and support available services to address co-existing morbidity issues.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCNET1C PARTICIPATE IN NETWORKS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and select appropriate networks; Make effective use of relevant networks.
Unit Hours: 20
Required Reading: To be advised.
Assessment: In class assessment, verbal and written discussion, on the job assessment, case studies

CHCNET2B MAINTAIN EFFECTIVE NETWORKS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop co-operative working relationships and strategic alliances with other organisations; Represent the organisation; Maintain networks.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCNET3B DEVELOP NEW NETWORKS

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.
Unit Hours: 75
Required Reading: -
Assessment: Placement location process and workbook

CHCNET4A WORK WITH OTHER SERVICES

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.
Unit Hours: 70
Required Reading: No text is required for this unit
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE

Locations: Werribee, Footscray Nicholson, Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Unit Hours: 30
Required Reading: -
Assessment: On the job assessment, in class assessment

CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.
Unit Hours: 50
Required Reading: -
Assessment: Written assignments, on the job assessment
CHCOHS501A MANAGE WORKPLACE OHS MANAGEMENT SYSTEM
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish and maintain participative arrangements for the management of OHS; Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events; Establish and maintain an OHS induction and training programs; Establish and maintain a system for OHS records.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.
Unit Hours: 150
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG12B REVIEW ORGANISATIONAL EFFECTIVENESS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Managing the continuous improvement of practices of the organisation.
Unit Hours: 150
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG21B ACT AS A RESOURCE TO OTHER SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the requirement for worker to act as a resource to other services.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG23B CO-ORDINATE WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.
Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG23C CO-ORDINATE WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Performing work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of clients
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum
CHCORG24B PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop effective leadership role; Provide direction; Promote community work and maintain quality performance.
Unit Hours: 120
Required Reading: -
Assessment: As per accredited curriculum

CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify the need and roles for volunteers in the organisation; Recruit volunteers; Intake volunteers to organization; On-going support of volunteers is provided.
Unit Hours: 70
Required Reading: No required text
Assessment: As per accredited curriculum

CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Establish a relationship with mentoree; Offer mentoring support.
Unit Hours: 60
Required Reading: No text
Assessment: As per accredited curriculum

CHCORG29A PROVIDE COACHING AND MOTIVATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for on job coaching; Coach on the job; Follow up coaching.
Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG2B WORK WITH OTHERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the requirement for worker to work with others.
Unit Hours: 15
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Contribute to the effective operation of the workgroup; Review and develop own work performance; Work cooperatively with others; Contribute to the development of policies, practices and structures of an organisation.
Unit Hours: 20
Required Reading: None
Assessment: Written assessments, group assessment, in class assessment

CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.
Unit Hours: 50
Required Reading: No required text for this unit
Assessment: Written assignments, on the job assessment

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.
Unit Hours: 90
Required Reading: -
Assessment: Written assignments, group projects

CHCORG7B MANAGE WORKPLACE ISSUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Unit Hours: 75
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.
CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.
Unit Hours: 75
Required Reading: -
Assessment: As per accredited curriculum

CHCPOL4A DEVELOP AND IMPLEMENT POLICY

Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.
Unit Hours: 70
Required Reading: -
Assessment: Role plans, case studies, verbal and written discussion, presentation, written assignments

CHCPOL5A MANAGE RESEARCH ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.
Unit Hours: 75
Required Reading: To be advised.
Assessment: Project, placement workbook, class activities

CHCPOL7A MANAGE POLICY DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.
Unit Hours: 90
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCPR10C DESIGN, IMPLEMENT AND EVALUATE PROGRAMS OF THE SERVICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Design and implement programs with all those involved; Design and implement programs to enhance development of children; Design and implement programs which are relevant to the cultural and social contexts of the children and their community; Develop appropriate settings and environments; Monitor and evaluate programs.
Unit Hours: 170
Required Reading: -
Assessment: As per accredited curriculum

CHCPR13B FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCPR1C DELIVER SERVICES/ ACTIVITIES TO STIMULATE CHILDREN’S DEVELOPMENT AND ENHANCE THEIR LEISURE

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure; Actively guide and encourage children to undertake a variety of developmentally appropriate activities; Facilitate children’s play and leisure.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCPR2C ARRANGE/ORGANISE EXPERIENCES WHICH FACILITATE AND ENHANCE CHILDREN’S DEVELOPMENT

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Establish an environment that can foster children’s development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan, implement and evaluate developmentally appropriate experiences for children; Encourage children’s involvement in experiences.
Unit Hours: 80
Required Reading: -
Assessment: As per accredited curriculum
CHCP3C DEVELOP AN UNDERSTANDING OF CHILDREN’S INTERESTS AND DEVELOPMENTAL NEEDS

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Gather information about the child through observation; Gather information about the child from secondary sources; Record observations appropriately; Use observations and information collected to understand the child and contribute to program planning.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

CHCP9C DOCUMENT, INTERPRET AND USE INFORMATION ABOUT CHILDREN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Gather and document detailed information about the child; Monitor children’s developmental progress and develop understanding of individual children; Use information from observations with others; Use information to plan the program; Design observation systems with others.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CHCP14B DEVELOP PROTOCOLS FOR OPERATING WITHIN A STATUTORY ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Promote standards for preparation of material and participating in statutory work. Provide consultancy to promote best practice within organisation.
Unit Hours: 150
Required Reading: -
Assessment: As per accredited curriculum

CHCP5C PROVIDE SUPERVISION IN THE COMMUNITY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Promote cooperative behaviour; Liaise with client providers; Coordinate community programs; Fulfill legislative responsibilities
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCP19C PROVIDE PRIMARY/ RESIDENTIAL CARE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Outline terms of placement with client in care; Provide/mobilise domestic support; Provide for client education, support and development; Contribute to reintegration of client.
Unit Hours: 90
Required Reading: -
Assessment: As per accredited curriculum

CHQM601A MANAGE AN ACCREDITATION PROCESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation against standards through an accreditation process.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

CHRF11B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Consult family members about the child, and the child’s needs; Reach agreement with family members about care practices; Provide opportunities for family members to participate in the service/program; Provide information to parents about incidents and develop care strategies together; Respond to a family member’s concerns about a child.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CHRF1C WORK EFFECTIVELY WITH FAMILIES IN CARING FOR THE CHILD

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Establish a positive relationship with family members; exchange information with family members about the child’s physical and emotional care needs; respond to a family member’s concern about their child and reach agreement with family members about care practices.
Unit Hours: 25
Required Reading: -
Assessment: As per accredited curriculum

CHRF21B PROMOTE EQUITY IN ACCESS TO THE SERVICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor the use of the service. Promote the service to all potential users. Develop strategies to enhance participation of under represented groups. Convey the eligibility criteria clearly. Decide on eligibility and priority for the service and communicate the decision effectively.
Unit Hours: 40  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRF22B PLAN CHILD CARE PROVISION WITH FAMILIES  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Explore the needs of the child and family with parents. Provide information about the service and discuss issues with parents. Develop parent's confidence in the service. Review service provision with family members.  
Unit Hours: 30  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRF23B RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Respond to a family member's concerns about their child. Acknowledge and address grievances and complaints. Effect resolution of complaints. Develop service.  
Unit Hours: 40  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRF24B SUPPORT PARENTS IN THEIR PARENTING ROLE  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Develop a collaborative relationship with the parent/s. Provide information to parent/s. Listen to parent/s concerns or problems. Develop parent's capabilities in caring for their children.  
Unit Hours: 30  
Required Reading: To be advised.  
Assessment: As per accredited curriculum

CHCRF2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES  
Locations: Industry, Footscray Park, St Albans  
Prerequisite(s): To be advised.  
Content: This unit describes the knowledge and skills required to work with families to identify issues that require early intervention for reducing risk and developing capacity for increased effectiveness as a family unit.  
Unit Hours: 70  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Work within the context of the leisure and health sector; Develop knowledge of the leisure and health industry; Demonstrate a commitment to the central philosophies of the leisure and health sector; Operate within the policies and procedures of the leisure and health sector  
Unit Hours: 50  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRH1B ORIENTATION TO WORK IN THE LEISURE AND HEALTH INDUSTRY  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Work within the context of the leisure and health sector. Develop knowledge of the leisure and health industry. Demonstrate a commitment to the central philosophies of the leisure and health sector. Operate within the policies and procedures of the leisure and health sector.  
Unit Hours: 50  
Required Reading:  -  
Assessment: As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.  
Unit Hours: 70  
Required Reading: To be advised.  
Assessment: As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Identify and assess the specific requirements of special needs clients in leisure and health programs; promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.  
Unit Hours: 90  
Required Reading:  -  
Assessment: As per accredited curriculum
CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Unit Hours: 90

Required Reading: -

Assessment: As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Unit Hours: 90

Required Reading: -

Assessment: As per accredited curriculum

CHCRH5B CONDUCT A PROGRAM FOR CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare a program/activity. Establish operational arrangements. Establish effective communication. Evaluate the effectiveness of the program.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

CHCSD11B FACILITATE THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Facilitate the development of a plan of inclusion. Co-ordinate the implementation of the plan. Provide support to workers. Develop the confidence of child care workers in caring for children with additional needs.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

CHCSD12B ACT AS A RESOURCE TO WORKERS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the requirement for worker to act as a resource to workers.

Unit Hours: 40

Required Reading: To be advised.

Assessment: As per accredited curriculum

CHCYTH10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans

Prerequisite(s): To be advised.

Content: Establish relationship with family members; Exchange information with family members about young persons needs and risks; Determine a mutual approach to addressing the needs of young people; Respond to families’ concerns about young persons.

Unit Hours: 50

Required Reading: No text is required for this unit

Assessment: As per accredited curriculum

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans

Prerequisite(s): To be advised.

Content: Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.

Unit Hours: 40

Required Reading: none

Assessment: Portfolio, written assignments, presentation, verbal and written discussion, case studies

CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans

Prerequisite(s): To be advised.

Content: Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.

Unit Hours: 60

Required Reading: Not required

Assessment: Written assignments, in class assessment, role plays, case studies, group assessment

CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES

Locations: Industry, Footscray Park, St Albans

Prerequisite(s): To be advised.

Content: Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.
CHCYTH4C SUPPORT YOUNG PEOPLE IN CRISIS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: This unit focuses on risk management strategies in crisis situation.
Unit Hours: 40
Required Reading: No text book is required for this unit
Assessment: As per accredited curriculum

CHCYTH5C SUPPORT YOUTH PROGRAMS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.
Unit Hours: 150
Required Reading: No text required
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.
Unit Hours: 150
Required Reading: Not required
Assessment: Written assignments, mock interviews, folio, role plays

CHCYTH7C RESPOND TO CRITICAL SITUATIONS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.
Unit Hours: 90
Required Reading: No text is required for this unit
Assessment: In class assessment, role plays, case studies, group assessments, presentation

CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.
Unit Hours: 150
Required Reading: -
Assessment: Portfolio, written assignments, group assignments, verbal and written discussion, case studies

CHCYTH9C DEVELOP AND IMPLEMENT PROCEDURES TO ENABLE YOUNG PEOPLE TO ADDRESS THEIR NEEDS
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): To be advised.
Content: This unit monitors and upgrades organisational approaches to young people with highly complex problems.
Unit Hours: 150
Required Reading: -
Assessment: As per accredited curriculum

FDFTCPAK4A APPLY PRINCIPLES OF FOOD PACKAGING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify characteristics of packaging suitable for use with food products. Apply packaging knowledge in a production environment.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

HLTAMBAE403B FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work.
Unit Hours: 40
Required Reading: -
Assessment: This unit my be assessed by Scenarios, Workbook, Clinical experience

HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident.
Unit Hours: 40
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTAMBAS501A CONDUCT CLINICAL ASSESSMENT**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.
Unit Hours: 80
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTAMBCR401A DELIVER BASIC CLINICAL CARE**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the knowledge and skills required to deliver 'basic' client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs
Unit Hours: 60
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTAMBCR502A DELIVER STANDARD CLINICAL CARE**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the knowledge and skills required to deliver 'standard' client care in the pre-hospital (or equivalent) environment by planning and administering procedures, and monitoring the state of the client based on assessment of the client needs
Unit Hours: 150
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: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry
Unit Hours: 20
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

**HLTAMBFC402B COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan
Unit Hours: 20
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook

**HLTAMBSC401A MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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
Unit Hours: 50
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTAMBSC502B MANAGE THE SCENE OF A SPECIAL EVENT**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to attend the scene of sporting or special events involving large numbers of people or special risks, and ensuring safety at the scene.
Unit Hours: 120
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook

**HLTAMBSC503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves management of procedures involving client care at the scene of an emergency
Unit Hours: 50
Required Reading:  
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTAMB301A TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS**

**Locations:** To be advised.

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

**Content:** This unit describes the skills and knowledge required to prepare and drive vehicles safely to transport non-emergency clients, including checking the ambulance vehicle and equipment, remediating faults, communicating using associated equipment and techniques and loading and unloading clients safely.

**Unit Hours:** 20

**Required Reading:**

**Assessment:** This unit will be assessed by Practical driving component, Workbook

**HLTAMB402B TRANSPORT EMERGENCY CLIENTS**

**Locations:** To be advised.

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

**Content:** This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances

**Unit Hours:** 60

**Required Reading:**

**Assessment:** This unit may be assessed by Practical driving component, Workbook

**HLTAP301A RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT**

**Locations:** To be advised.

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

**Content:** This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work

**Unit Hours:** 70

**Required Reading:**

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR**

**Locations:** To be advised.

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

**Content:** Plan responses; Apply response; Report and review incidents.

**Unit Hours:** 20

**Required Reading:**

**Assessment:** As per accredited curriculum

**HLTFA1A APPLY BASIC FIRST AID**

**Locations:** Werribee, Footscray Nicholson, Industry, Footscray Park, St Albans

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

**Content:** Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.

**Unit Hours:** 10

**Required Reading:** No required text for this unit

**Assessment:** As per accredited curriculum

**HLTFA2A APPLY ADVANCED FIRST AID**

**Locations:** Werribee, Footscray Nicholson, Industry, Footscray Park, St Albans

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

**Content:** Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.

**Unit Hours:** 30

**Required Reading:** No required text

**Assessment:** In class assessment, written and practical test

**HLTFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES**

**Locations:** Industry, Footscray Park, St Albans

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

**Content:** Maintain resources; Record and manage records.

**Unit Hours:** 20

**Required Reading:** No text is required for this unit

**Assessment:** As per accredited curriculum

**HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH**

**Locations:** Melton, St Albans, Off campus at Secondary Schools auspiced by Victoria University.

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

**Content:** This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

**Unit Hours:** 20

**Required Reading:** Student Reader Victoria University Staff 08 2008 edition 1 VU

**Assessment:** This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY**

**Locations:** To be advised.

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

**Content:** 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
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 30
Required Reading: -
Assessment: This unit may be assessed by Scenarios

**HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work practices in a cross cultural context are grounded in an awareness of one's own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace service delivery.

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

**HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person. All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker.

Unit Hours: 20
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

**HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maximise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.

Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

**HLTNA3A PLAN AND/OR MODIFY MEALS AND MENUS ACCORDING TO NUTRITION CARE PLANS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify conditions requirement a nutrition care plan most commonly encountered by the client/patient group. Identify the special nutritional and dietary needs of client/patient groups. Develop or modify meals and menus to meet the special nutritional and dietary needs of client/patient groups. Plan meals to meet the nutritional needs of at risk’ groups.

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

**HLTNA4A PLAN MEALS AND MENUS TO MEET CULTURAL AND RELIGIOUS NEEDS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select meals to meet food-related cultural and religious needs of client/patient groups. Develop menus to meet the cultural and religious needs of client/patient groups.

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

**HLTOHS456A IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work.

Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by Scenarios, Workbook

**ICAS4022A DETERMINE AND ACTION CLIENT COMPUTING PROBLEMS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine client problem; Prioritise client problems; Refer problems where required; Carry out maintenance. Prepare maintenance report; Confirm problem resolution.

Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
LGACOM602A CO-ORDINATE AND FACILITATE A CHANGE PROCESS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish need for change; Plan change; Facilitate the implementation of change; Evaluate change programs.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PSPMNGT605A MANAGE DIVERSITY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers utilising diversity as a productive resource to maximise business unit and/or organisational effectiveness.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

PUAEME001A PROVIDE EMERGENCY CARE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency to provide emergency care pending the arrival of appropriately qualified personnel.
Unit Hours: 20
Required Reading:
Assessment: This unit may be assessed by Scenarios, Workbook

SRCCRD007A DEVELOP RECREATION PROGRAMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

SRCCRO008A INTERACT POSITIVELY WITH INFANTS, TODDLERS AND PARENTS IN A RECREATION ENVIRONMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge to interact with infants, toddlers and their carers in a recreation environment.
Unit Hours: 20
Required Reading:
Assessment: As per accredited curriculum

SRCCRO009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for a recreation program; Establish effective communication; Assist the older person to meet physical welfare and social needs through a recreation program.
Unit Hours: 30
Required Reading:
Assessment: As per accredited curriculum

SRCCRO010A CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Unit Hours: 30
Required Reading:
Assessment: As per accredited curriculum

SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH CARDIORESPIRATORY CONSIDERATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Fitness Industry Training Package and provides the fitness specialist with skills, knowledge and attitudes required to plan and deliver exercise programs to moderate risk clients with cardio-respiratory considerations who present with no more than moderate risk of untoward event or exacerbation of impairment during exercise in conjunction with an allied health professional.
Unit Hours: 60
Required Reading:
Assessment: As per accredited curriculum

SROABL002A FACILITATE ADVENTURE-BASED LEARNING ACTIVITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Knowledge and skills to independently plan and conduct adventure activities to facilitate learning. This unit deals specifically with the skills, knowledge and attitudes required to facilitate learning through adventure activities.
Unit Hours: 25
Required Reading:
Assessment: As per accredited curriculum
SRXEM004A COORDINATE EMERGENCY RESPONSE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.

Unit Hours: 20

Required Reading: To be advised.

Assessment: As per accredited curriculum

SRXFA004A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills to determine the services required by clients and to plan, implement and evaluate the services, including programs and events.

Unit Hours: 15

Required Reading: -

Assessment: As per accredited curriculum

SRXHRM001B MANAGE VOLUNTEERS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.

Unit Hours: 20

Required Reading: To be advised.

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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers competency in applying general occupational health and safety requirements in the usual workplace environment. It describes generic Occupational Health and Safety competencies applicable for employees without managerial or supervisory responsibilities. This unit is equivalent to the generic Occupational Health and Safety Competency A.

Unit Hours: 10

Required Reading: -

Assessment: As per accredited curriculum

VBP092 APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the requirement for applying an understanding of the fermentation process in the food production

Unit Hours: 10

Required Reading: -

Assessment: As per accredited curriculum

VBP663 USE TECHNIQUE IN PERFORMANCE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the technical and stage skills required to perform a simple technique.

Unit Hours: 100

Required Reading: To be advised.

Assessment: As per accredited curriculum
SCHOOL OF CREATIVE INDUSTRIES

Below are details of courses offered by the School of Creative Industries in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

DIPLOMA OF ARTS (VISUAL ART)
Course Code: 12857VIC
Campus: City Flinders.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Visual Artist. Further education opportunities
Course Objectives: (For continuing students only)
This course prepares students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

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

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

Course Duration: To be advised.

Course Structure: This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted during the day.

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

Generic Units of Study
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 RITISTIC PRACTICE 70
CUVPRP01A DEVELOP SELF AS AN ARTIST 60
CUVVS535A PRODUCE PAINTINGS 50
CUVVS536A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS 50
CUVVS545A PRODUCE PRINTS 50
CUVVS546A RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS 50

VBD259 ELECTRONIC IMAGING 1 48
VBD264 ELECTRONIC IMAGING 2 48
VBDI44 DIGITAL MEDIA MINOR STUDIES 96
VBS642 LIFE DRAWING 32
VBS643 PHOTOGRAPHY 48
VBS645 DRAWING LEVEL 3 48
VBS646 DRAWING LEVEL 4 48
VBS647 LIFE DRAWING LEVEL 2 32
VBS648 ART BUSINESS LEVEL 2 32
VBS649 ART BUSINESS LEVEL 3 32
VBS651 CONTEMPORARY ART STUDIES LEVEL 3 32
VBS652 CONTEXT AND CULTURE LEVEL 2 48
VBS653 CONTEXT AND CULTURE LEVEL 3 48
VBS654 CONTEXT AND CULTURE LEVEL 4 48
VBS655 STUDIO AND MATERIALS STUDIES 96
VBS656 CONTEXT AND CULTURE LEVEL 1 48
VBS661 PAINTING MAJOR STUDY 1 144
VBS662 PAINTING MAJOR STUDY 2 144
VBS665 PRINTMAKING MINOR STUDY 1 96

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING
Course Code: 21674VIC
Campus: St Albans.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Creative writing, journalism, editing and publishing.
Course Objectives: This course provides students with theory and practical skills in a range of writing, editing and production tasks.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

Selection Criteria: Direct Entry, Written Application, Written Test
Course Duration: 1 year

Part Time, Full Time

Creative writing, journalism, editing and publishing.

This course provides students with theory and practical skills in a range of writing, editing and production tasks. You will gain an understanding of writing as a career, and skills which you can use either in industry or freelance.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

Selection Criteria: Direct Entry, Written Application, Written Test
Course Duration: 1 year

Part Time, Full Time

Creative writing, journalism, editing and publishing.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You will need to have completed VCE or have relevant industry experience. You will also need to submit a 250-word statement about why you want to do the course, along with a 1000-word folio of writing pieces (fiction or non-fiction, no poetry accepted). You will also need to successfully complete a grammar test and a writing exercise at interview.

Selection Criteria: Direct Entry, Written Application, Written Test
Course Duration: 1 year
Course Structure: Course is delivered Flexible delivery, On-line & Distance.

Core Units of Study

CUFGEN01A  DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
Subject CUFGEN02A not found
CUSADM08A  ADDRESS COPYRIGHT REQUIREMENTS 20
BSBADM304A  DESIGN AND DEVELOP TEXT DOCUMENTS 120
ICPMMA683A  ACCESS THE INTERNET 20
VBP551  DEVELOP WRITING AND EDITING SKILLS 120
CUVCOR03A  DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK 50
Subject CUVCOR11A not found
CUSRAD01A  COLLECT AND ORGANISE INFORMATION 15
VBP552  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

Unit of Study Code Nominal Hours
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

DIPLOMA OF PROFESSIONAL WRITING AND EDITING

Course Code: 21675VIC

Campus: St Albans.

Scope of Delivery: Part Time, Full Time

Career Objectives: Creative writing, journalism, editing and publishing.

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

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken." Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You will need to have completed 21674VIC Certificate IV in Professional Writing and Editing or have equivalent industry experience. Applicants need to submit a folio of writing before being selected for an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Interview, Portfolio, Written Application, Written Test Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000-2000 words (fiction and/or non-fiction - no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration: 1 year

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
CUVES05A  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

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

List 3

VAK960  PRODUCE WRITINGS 315
VAE552  SCREENWRITING 1A 68
VBK386  SCRIPTWRITING 1A 68
VAE913  SHORT STORY 1A 68
VBF960  WRITING COMEDY FOR PERFORMANCE 1A 68
List 3
VAD728  EDITING 2A  68
VAN040  NOVEL 2B  68
VAF066  SHORT STORY 2A  68
VBK402  SCREENWRITING 2A  68

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

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

CERTIFICATE IV IN THEATRE ARTS
Course Code: 21679VIC
Campus: Footscray Nicholson, Sunbury.
Scope of Delivery: Full Time
Career Opportunities: When you graduate you will be qualified to be an Actor, Performance Maker, Stage Director, Performance Artist or Theatre Arts Practitioner.
Course Objectives: This course offers training in acting and performance towards conceiving, planning, rehearsing, and performing two live theatre events (one per semester).
The course is a training program for emerging actors and performance practitioners. It develops the acting and performance-devising skills which will enable the creation and production of new theatre works for the independent arts industry.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*
Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.
Selection Criteria: Direct Entry, Interview
Course Duration: 1 year

Course Structure: The course has flexible delivery.
Core Units of Study
VBP660  DEVELOP BASIC PERFORMANCE SKILLS  100
CUFSAFO1B  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES  15
CUEN001B  SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE  10
TH6HS03B  PROVIDE FIRST AID  24
VBP661  DEVELOP CONCEPTUAL AND EXPRESSION SKILLS AS PERFORMER  100
CUVCOR13A  RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE  70

Elective Units of Study
Audio
(One unit must be selected from this specialisation. Units may be selected from the list below or relevant Training Packages)
CUESOOJ7A  APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES  40
CUESOOJ9A  MANAGE AND COMPILE AUDIO REPLAY MATERIAL  50
CUESOOJ11A  SET UP AND OPERATE STAGE MONITOR SYSTEMS  70
CUESOOJ13A  SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT  60
CUESOOJ5B  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)
CUELGT042A  SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS  30
CUELGT03B  INSTALL AND OPERATE FOLLOW SPOTS  50
CUELGT05B  RECORD AND OPERATE STANDARD LIGHTING CUES  100
CUELGT09A  APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES  20
CUELGT02B  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)
CUESSET05B  APPLY SET CONSTRUCTION TECHNIQUES  65
CUESSET10A  CONSTRUCT MECHANICAL SETS  100
CUESSET11A  DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS  100
CUESSET03B  MAKE SETS  35
CUDSP015A  RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN  50
MEM18.1AB  USE HAND TOOLS  20
Other suggested technical units
CUEAUD06A  APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES  20
CUECOS09A  DEVELOP AND APPLY KNOWLEDGE OF COSTUME  60
CUEPRP03A  APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION  20
CUEPRP04A  USE CASTING AND MOLDING TECHNIQUES TO MAKE PROPS  50
CUESCE05A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART  20
CUESTA05A  APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES  20
CUVRSS06A  MAKE SCALE MODELS  50
To qualify for admission to the course, an applicant must have:
- Some performance experience
- Good communication skills (and ability to successfully undertake the program. Entry is suited to highly motivated people individual band score less than 6.0. You must demonstrate the necessary capacity 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.

Selection Criteria: Direct Entry, Interview, Written Application, Practical Test

Course Duration: 1 year

Course Structure: The course is 1 year full-time.

Core Units of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP664</td>
<td>DEVELOP ADVANCED PERFORMANCE SKILLS</td>
<td>100</td>
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<tr>
<td>VBP665</td>
<td>REFINISH PERFORMANCE SKILLS</td>
<td>100</td>
</tr>
<tr>
<td>CUVAD13A</td>
<td>RESEARCH AND CRITIQUE CULTURAL WORKS</td>
<td>50</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>CUEAUD03B</td>
<td>OPERATE VISION SYSTEMS</td>
<td>80</td>
</tr>
<tr>
<td>CUESTA01B</td>
<td>INSTALL STAGING ELEMENTS</td>
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</tr>
<tr>
<td>CUETEM01B</td>
<td>CO-ORDINATE PRODUCTION OPERATIONS</td>
<td>45</td>
</tr>
<tr>
<td>CUETEM03B</td>
<td>ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES</td>
<td>45</td>
</tr>
<tr>
<td>CUEGT15A</td>
<td>HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT</td>
<td>80</td>
</tr>
<tr>
<td>CUFILGT02B</td>
<td>PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT</td>
<td>25</td>
</tr>
<tr>
<td>CUFAMP01A</td>
<td>DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKE-UP</td>
<td>65</td>
</tr>
<tr>
<td>CUSGEN01A</td>
<td>USE AND ADAPT TO CHANGES IN TECHNOLOGY</td>
<td>20</td>
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<tr>
<td>CUSOU05B</td>
<td>INSTALL, ALIGN AND TEST AUDIO EQUIPMENT</td>
<td>35</td>
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</table>

DIPLOMA OF THEATRE ARTS (I)

Course Code: 21680VIC

Campus: Footscray Nicholson, Sunbury.

Scope of Delivery: Full Time

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

Course Objectives: 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).

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

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

Selection Criteria: Direct Entry, Interview, Written Application, Practical Test

Course Duration: 1 year

Core Units of Study

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<tr>
<td>VBP665</td>
<td>REFINISH PERFORMANCE SKILLS</td>
<td>100</td>
</tr>
<tr>
<td>CUVAD13A</td>
<td>RESEARCH AND CRITIQUE CULTURAL WORKS</td>
<td>50</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB56401A</td>
<td>ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>50</td>
</tr>
<tr>
<td>CUEFIN01B</td>
<td>DEVELOP A BUDGET</td>
<td>30</td>
</tr>
<tr>
<td>CUEFOH07A</td>
<td>PROCESS FINANCIAL TRANSACTIONS</td>
<td>50</td>
</tr>
<tr>
<td>CUENP02D</td>
<td>RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE</td>
<td>60</td>
</tr>
<tr>
<td>CUEMAR02B</td>
<td>UNDERTAKE MARKET RESEARCH</td>
<td>40</td>
</tr>
<tr>
<td>CUFPOP02B</td>
<td>DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION</td>
<td>35</td>
</tr>
<tr>
<td>CUSADM02A</td>
<td>CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES</td>
<td>35</td>
</tr>
<tr>
<td>CUSGEN04B</td>
<td>PARTICIPATE IN NEGOTIATIONS</td>
<td>35</td>
</tr>
<tr>
<td>CUVADM10A</td>
<td>RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES</td>
<td>30</td>
</tr>
<tr>
<td>CUVADM11A</td>
<td>WORK WITHIN AN ARTS ORGANISATION CONTEXT</td>
<td>30</td>
</tr>
<tr>
<td>CUVADM12A</td>
<td>WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION</td>
<td>30</td>
</tr>
</tbody>
</table>
Elective Units of Study

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

VBP666 REHEARSE THE SHOW 100
VBP667 PERFORM THE SHOW 100
CUETEM07A TOUR THE PRODUCTION 140
CUFWRT02A WRITE THE SCRIPT 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUCVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS 60

ADVANCED DIPLOMA OF GRAPHIC DESIGN
Course Code: 21873VIC
Campus: Industry, City Flinders.
Scope of Delivery: Full Time
Career Opportunities: Graphic Artist, Graphic Designer and Web Design
Course Objectives: The Advanced Diploma of Graphic Design addresses the 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.

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

Entry Requirements: Other
Selection Criteria: VTAC
Course Duration: 1 year
Course Structure: To be eligible to receive the Advanced Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units from relevant Training Packages must support the AQF level and satisfy the requirements of the course and work in this field.

Core Units of Study

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
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
CULM5008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
BSDES701A RESEARCH AND APPLY DESIGN THEORY 40

DIPLOMA OF GRAPHIC DESIGN
Course Code: 21874VIC
Campus: City Flinders, St Albans.
Scope of Delivery: Full Time
Career Opportunities: Graphic Artist, Graphic Designer.
Course Objectives: The Diploma of Graphic Design is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent
Selection Criteria: Interview, Portfolio All Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Course Duration: 2 years
Course Structure: To be eligible to receive the Diploma of Graphic Design, participants must successfully complete 25 units consisting of 18 Core Units and 7 Elective Units.

Core Units of Study

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE 100
VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS 100
VPAU013 APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN 100
VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF 90
VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF 50
VPAU056 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE 50
VPAU015 PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE 200
VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES 15
CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS 50
BSB5BM403A PROMOTE THE BUSINESS 50
VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF 40
VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY 40
VPAU050 PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF 140
VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF 90
VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION 54
VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE 50
VPAU057 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE 70
DIPLOMA OF VISUAL ART (I)

Course Code: 21885VIC

Campus: City Flinders.

Scope of Delivery: Full Time

Career Opportunities: Visual Artist. Further education opportunities.

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

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent To qualify for entry to the course, applicants must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age.

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

Course Duration: 2 years

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
CUVVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION 30
CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS 50
CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCUSSION 60

CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

Course Code: CUF20107

Campus: Werribee, City Flinders, Sunbury, VETiS

Scope of Delivery: Part Time

Career Opportunities: 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 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.

Entry Requirements: Other

Selection Criteria: Employer Choice

Course Duration: 1 year

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT101A</td>
<td>APPLY CRITICAL THINKING TECHNIQUES</td>
<td>20</td>
</tr>
<tr>
<td>CUFIND201A</td>
<td>DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>BSOHS201A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>BSBWOR203A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td>15</td>
</tr>
</tbody>
</table>

**Specialist: Camera/cinematography**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFCAM201A</td>
<td>ASSIST WITH A BASIC CAMERA SHOOT</td>
<td>30</td>
</tr>
</tbody>
</table>

**Specialist: Digital content and imaging**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFDIG201A</td>
<td>MAINTAIN INTERACTIVE CONTENT</td>
<td>30</td>
</tr>
<tr>
<td>CULLB307C</td>
<td>USE MULTIMEDIA</td>
<td>30</td>
</tr>
<tr>
<td>ICPMA296A</td>
<td>CREATE AND TEST A CD-ROM/DVD</td>
<td>20</td>
</tr>
</tbody>
</table>

**Specialist: On-air presentation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFAIR201A</td>
<td>DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO</td>
<td>30</td>
</tr>
</tbody>
</table>

**Specialist: Post-production**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFPSS201A</td>
<td>PERFORM BASIC VISION AND SOUND EDITING</td>
<td>40</td>
</tr>
</tbody>
</table>

**Specialist: Research**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFRES201A</td>
<td>COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION</td>
<td>20</td>
</tr>
</tbody>
</table>

**Specialist: Audio/sound**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUESOU07B</td>
<td>APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES</td>
<td>40</td>
</tr>
<tr>
<td>CUSOU04A</td>
<td>RECORD SOUND</td>
<td>35</td>
</tr>
<tr>
<td>CUSOU09A</td>
<td>MIX SOUND SOURCES</td>
<td>35</td>
</tr>
<tr>
<td>CUFSSOU204A</td>
<td>PERFORM BASIC SOUND EDITING</td>
<td>30</td>
</tr>
</tbody>
</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>BSBDES201A</td>
<td>FOLLOW A DESIGN PROCESS</td>
<td>40</td>
</tr>
<tr>
<td>BSBDES202A</td>
<td>EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT</td>
<td>30</td>
</tr>
<tr>
<td>ICWRT301A</td>
<td>CREATE 3D digital models</td>
<td>20</td>
</tr>
<tr>
<td>CUFANM303A</td>
<td>COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION</td>
<td>20</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN MEDIA**

**Course Code:** CUF30107

**Campus:** Werribee, City Flinders, Sunbury, VETiS

**Scope of Delivery:** Part Time

**Career Opportunities:** 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 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.

**Entry Requirements:** Other VETiS Delivery: Admission via internal Secondary School assessment

**Selection Criteria:** Employer Choice VETiS Delivery: Admission via internal Secondary School assessment

**Course Duration:** 2 years

**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**

- BSBCRT301A Develop and extend critical and creative thinking skills
- CUFIND301A Work effectively in the screen and media industries
- BSOHS201A Participate in OHS processes
- BSBWOR203A Work effectively with others
- CUFANM301A Create 2D digital animations
- CUFWRT301A Write content for a range of media
- BSBDES202A Explore and apply the creative design process to 2D forms
- CUFIDG302A Author interactive sequences
- CUFIDG303A Prepare video assets
- CUFIDG304A Create visual design components

To obtain the Certificate II in Creative Industries (Media), students must successfully complete a minimum of 6 core units, 2 specialist units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below.

**CUF20107 Year 1 - Units 1-2**

- BSBCRT301A Develop and extend critical and creative thinking skills
- CUFIND301A Work effectively in the screen and media industries
- BSOHS201A Participate in OHS processes
- CUFANM303A Create 3D digital models
- CUFFCM301A Implement copyright arrangements
- CUFSSOU04A Record sound
- CUFSSOU09A Mix sound sources
- CUFSSOU204A Perform basic sound editing
- CUFANM301A Create 2D digital animations
- ICWRT301A Create 3D digital models
- CUFANM303A Collect and organise content for broadcast or publication
- BSBDES202A Follow a design process
Core units:

BSBCRT101A Apply critical thinking techniques
CUFIND201A Develop and Apply Creative arts industry knowledge
BSB0HS201A Participate in OHS processes
BSBWOR203A Work effectively with others
CUFIND301A Work effectively in the screen and media industries
CUDIG303A Produce and prepare photo images
TWO specialist units

CUFDIG201A Maintain interactive content
CUFRES201A Collect and organise content for broadcast or publication
TWO elective units

BSBCRT301A Develop and extend critical and creative thinking skills
BSBDES201A Follow a design process

Incorporating both Certificate II in Creative Industries (Media) and Certificate III in Media

Core Units of Study

BSBCRT101A APPLY CRITICAL THINKING TECHNIQUES 20
CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE 20
BSBWOR203A WORK EFFECTIVELY WITH OTHERS 15
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS 40
CUDIG303A PRODUCE AND PREPARE PHOTO IMAGES 20
CUFANM301A CREATE 2D DIGITAL ANIMATIONS 35
BSBDES302A EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM 50
CUDIG301A PREPARE VIDEO ASSETS 30
CUDIG302A AUTHOR INTERACTIVE SEQUENCES 40
CUDIG304A CREATE VISUAL DESIGN COMPONENTS 30
CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA 40
CUFIND301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES 20

Specialist Units of Study

CUDIG201A MAINTAIN INTERACTIVE CONTENT 30
CUFRES201A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION 20

Elective Units of Study

CUFANM303A CREATE 3D DIGITAL MODELS 75
CUFSOU301A PREPARE AUDIO ASSETS 30
BSBDES302A FOLLOW A DESIGN PROCESS 40
CUVCOR08B MAINTAIN INTERACTIVE CONTENT 40
ICALU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
CUFCAP301A IMPLEMENT COPYRIGHT ARRANGEMENTS 20
CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES 20
CUFIMA03A CREATE 2D DIGITAL ANIMATION 35
CUFIMA04A CREATE 3D DIGITAL ANIMATION 75
CUFMEM05A MANAGE MULTIMEDIA ASSETS 40
CUFWRT05A WRITE CONTENT AND/OR COPY 50
CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50

CERTIFICATE IV IN MULTIMEDIA
Course Code: CUF40801

Campus: St Albans.

Scope of Delivery: Full Time

Career Opportunities: Further education opportunities. Provides multimedia training for people who want to produce, edit or test multimedia products such as animations, graphics, games, CD ROMs and interfaces. When you graduate you will be eligible to enter the Advanced diploma of Multimedia CUF60501.

Course Objectives: (For continuing students only)

This course provides multimedia training to produce, edit or test multimedia products such as animations, graphics, games, CD ROMS and interfaces.

This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:

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

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

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

Course Duration: 1 year

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

Core Units of Study

CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUCGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT 35

Elective Units of Study

Twelve units, comprising:

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES 20
CUFIMA03A CREATE 2D DIGITAL ANIMATION 35
CUFIMA04A CREATE 3D DIGITAL ANIMATION 75
CUFMEM05A MANAGE MULTIMEDIA ASSETS 40
CUFWRT05A WRITE CONTENT AND/OR COPY 50
CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
DIPLOMA OF SCREEN AND MEDIA (I)
Course Code: CUF50107
Campus: Industry, City Flinders, St Albans, On-line.
Scope of Delivery: Full Time
Career Opportunities: 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
- Production Manager

Course Objectives: 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.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Written application

Portfolio presentation

Selection Criteria: Direct Entry, Portfolio, Written Application, VTAC

Course Duration: 1 year

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. 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
- BSBPMS510A MANAGE PROJECTS 60
- BSBRLE401A ESTABLISH NETWORKS 35
- BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
- BSBCM4401A MAKE A PRESENTATION 30

Elective Unit
- BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30

BSBWRTS501A WRITE PERSUASIVE COPY 50
CUSSOU16A DEVELOP SOUND DESIGN 50
CUSSOU22A IMPLEMENT SOUND DESIGN 50

DIPLOMA OF INTERACTIVE DIGITAL MEDIA
Course Code: CUF50207
Campus: Industry, City Flinders, St Albans, On-line.
Scope of Delivery: Full Time

Course Objectives: 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.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Written application and portfolio presentation

Selection Criteria: Direct Entry, Interview, Portfolio, Written Application, VTAC

Course Duration: 1 year

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 below. 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 a Diploma level qualification. No more than 4 elective units previously achieved can be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units
- BSBOHS509A ENSURE A SAFE WORKPLACE 60
- BSBPMS510A MANAGE PROJECTS 60
- BSBRLE401A ESTABLISH NETWORKS 35
- BSBCRT402A COLLABORATE IN A CREATIVE PROCESS 40
- BSBCM4401A MAKE A PRESENTATION 30

Specialised Electives

Electives
- CUSSOU16A DEVELOP SOUND DESIGN 50
DIPLOMA OF MULTIMEDIA
Course Code: CUF50701

Campus: City Flinders, St Albans.

Scope of Delivery: Part Time, Full Time

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

Course Objectives: (For continuing students only)
This course caters for technical, design, managerial or executive duties in the multimedia industry. Students can specialise in instructional design, project management, production, games or website design.

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:
- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
- designing games;
- testing games;
- designing for multimedia;
- producing animation;
- designing web sites/pages.

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

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

Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.

CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 10
CUFADM01A PREPARE A PROPOSAL 50
CUFADM02A ADDRESS COPYRIGHT 20
CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS 60
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE 15
CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES 75
CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION 30
CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT 50
CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORIZING A MULTIMEDIA PRODUCT 60
CUFMEM04A TEST A MULTIMEDIA PRODUCT 40
CUFMEM06A DESIGN A MULTIMEDIA PRODUCT 50
CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT 40
CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT 40
CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT 30
CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE 70
CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT 70
CUPPOP09A CONDUCT A BRIEFING 30
CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA 50
CUSADM04A MANAGE A MAJOR PROJECT 35
CUSRAD02A CONDUCT RESEARCH 35
ICPM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS 50

Interactive Media Stream Units of Study only
CUEFINT1A DEVELOP A BUDGET 30
CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM 50
CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT 60
CUSTOU12A EDIT SOUND USING DIGITAL SYSTEMS 85
THHGLE16A MANAGE PHYSICAL ASSETS 40

Games Development Stream Units of Study only
CUFFMA06A.1 DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS 100
ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN 40
THHGLE12A DEVELOP AND MANAGE MARKETING STRATEGIES 50
ADVANCED DIPLOMA OF SCREEN AND MEDIA (I)
Course Code: CUF60107
Campus: Industry, City Flinders, St Albans, On-line.
Scope of Delivery: Part Time, Full Time
Career Opportunities: 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 Objectives: 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.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other Written application and portfolio
Selection Criteria: Direct Entry, Interview, Portfolio, Written Application, VTAC
Course Duration: 1.5
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 (2 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
- BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS 30
- BSBCRT601A RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY 65

Elective Units
- BSBOHS509A ENSURE A SAFE WORKPLACE 60
- BSBRM6501A MANAGE PROJECTS 60
- CUFID6502A DESIGN WEB ENVIRONMENTS 50
- CUFID6503A DESIGN ELEARNING RESOURCES 40
- CUFID6504A DESIGN GAMES 30
- CUFID6505A DESIGN INFORMATION ARCHITECTURE 70
- CUFID6506A DESIGN INTERACTION 40

0

ADVANCED DIPLOMA OF MULTIMEDIA (STREAMS IN INTERACTIVE MEDIA AND GAMES DEVELOPMENT)
Course Code: CUF60501
Campus: City Flinders, St Albans.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Studio based art practice, games development, web design and development, animation and special effects production.
Course Objectives: (For continuing students only)
This course provides the training and knowledge required of individuals who perform managerial and executive duties, or design and production duties, in the multimedia industry.

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:
- designing multimedia products;
- managing major projects;
- coordinating the production of multimedia products;
- business management;
- evaluating multimedia products;
- managing the design process for multimedia;
- managing multimedia projects;
- writing for multimedia;
- undertaking instructional design;
- editing on-line;
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Selection Criteria: Interview, VTAC Applicants need to apply through VTAC, contact the department to arrange an interview (see Applications Procedures) and attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry. Previous work and life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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

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Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


 Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Consideration may also be given to applicants whose educational opportunities have been affected by economic background.

Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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

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Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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

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Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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

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Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.


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Course Duration: 2 years

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Course Duration: 2 years

Course Structure: The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months.

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

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

Scope of Delivery: Part Time, Full Time

Career Opportunities: Performer, composer or arranger. Music technology, self-management, promotion and marketing.

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.

Selection Criteria: VTAC Applicants are required to attend an interview and audition.

Course Duration: 1 year

Course Structure:

**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>CUSBGE01A</td>
<td>DEVELOP AND UPDATE MUSIC INDUSTRY KNOWLEDGE</td>
<td>20</td>
</tr>
<tr>
<td>CUSAF02A</td>
<td>FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY</td>
<td>10</td>
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</tbody>
</table>

**Group A Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSEM04A</td>
<td>PREPARE SELF FOR PERFORMANCE</td>
<td>35</td>
</tr>
<tr>
<td>CUSGEO06A</td>
<td>READ MUSIC</td>
<td>70</td>
</tr>
<tr>
<td>CUSGEO09A</td>
<td>USE MIDI DEVICES AND/OR SOFTWARE TO PREFORM MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSM07A</td>
<td>PLAN, PREPARE AND PERFORM FOR A DEMO RECORDING</td>
<td>35</td>
</tr>
<tr>
<td>CUSUO04A</td>
<td>RECORD SOUND</td>
<td>35</td>
</tr>
<tr>
<td>CUSME11A</td>
<td>DEVELOP MUSIC KNOWLEDGE AND LISTENING SKILLS</td>
<td>70</td>
</tr>
<tr>
<td>CUEC02A</td>
<td>WORK WITH OTHERS</td>
<td>15</td>
</tr>
<tr>
<td>CUSM02A</td>
<td>DEVELOP TECHNICAL SKILLS FOR PLAYING OR SINGING MUSIC</td>
<td>70</td>
</tr>
<tr>
<td>CUSSO06A</td>
<td>LAY SOUNDTRACKS</td>
<td>35</td>
</tr>
<tr>
<td>CUEC01A</td>
<td>MANAGE OWN WORK AND LEARNING</td>
<td>10</td>
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</table>

**Group B Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSMCP03A</td>
<td>CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE</td>
<td>35</td>
</tr>
<tr>
<td>CUSM03A</td>
<td>DEVELOP AND MAINTAIN STAGECRAFT SKILLS</td>
<td>70</td>
</tr>
<tr>
<td>CUSM10A</td>
<td>DEVELOP AND PRACTICE IMPROVISATION</td>
<td>35</td>
</tr>
<tr>
<td>CUSM09A</td>
<td>EVALUATE AND EXTEND PERFORMANCE TECHNIQUE</td>
<td>35</td>
</tr>
<tr>
<td>CUSME12A</td>
<td>MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS</td>
<td>85</td>
</tr>
<tr>
<td>CUSM15A</td>
<td>PERFORM MUSIC AS A SOLOIST</td>
<td>70</td>
</tr>
<tr>
<td>CUSM11A</td>
<td>PERFORM MUSIC AS PART OF A GROUP</td>
<td>70</td>
</tr>
<tr>
<td>CUSM10A</td>
<td>USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSMCP02A</td>
<td>COMPOSE A SIMPLE SONG OR TUNE</td>
<td>35</td>
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</tbody>
</table>

**Elective Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSGEN03A</td>
<td>COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT</td>
<td>35</td>
</tr>
<tr>
<td>CUSGEO03A</td>
<td>USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSUO05A</td>
<td>INSTALL, ALIGN AND TEST SOUND EQUIPMENT</td>
<td>35</td>
</tr>
<tr>
<td>CUSUO09A</td>
<td>MIX SOUND SOURCES</td>
<td>35</td>
</tr>
<tr>
<td>THHGLE12A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>50</td>
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</tbody>
</table>

**Elective Units**

<table>
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<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSGEN03A</td>
<td>COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT</td>
<td>35</td>
</tr>
<tr>
<td>CUSGEO03A</td>
<td>USE INSTRUMENTS, EQUIPMENT AND/OR ELECTRONIC TECHNOLOGY FOR MAKING MUSIC</td>
<td>35</td>
</tr>
<tr>
<td>CUSUO05A</td>
<td>INSTALL, ALIGN AND TEST SOUND EQUIPMENT</td>
<td>35</td>
</tr>
<tr>
<td>CUSUO09A</td>
<td>MIX SOUND SOURCES</td>
<td>35</td>
</tr>
<tr>
<td>THHGLE12A</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>50</td>
</tr>
</tbody>
</table>

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

**Career Opportunities:** Performer, composer or arranger. Music technology, self-management, promotion and marketing.

**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.

**Selection Criteria:** VTAC Applicants are required to attend an interview and audition.

**Course Duration:** 1 year

**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.
Selection Criteria: Interview Applicants are required to attend an interview.

Course Duration: 1 year

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
CUEHST1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES. 10
CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS 30
CUSADM03A MANAGE A PROJECT 50
CUSTGE01A SUPERVISE TECHNICAL OPERATIONS 35
THHGLE16A MANAGE PHYSICAL ASSETS 40

Group B units
CUSOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT 40
CUSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 85
CUSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT 35
CUSOU23A SPECIFY SOUND SYSTEMS 35
CUSOU11A OPERATE SOUND MIXING CONSOLE 70
CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS 85

Elective Units
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
CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 35
CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE 85
CUSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING 100
CUSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 85

DIPLOMA OF MUSIC
Course Code: CUS50101
Campus: Sunbury.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Performer, composer or arranger.

Course Objectives: The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.

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

Selection Criteria: VTAC An interview and audition are required.

Course Duration: 1 year

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
CUEETV12A TOUR THE SHOW 140
CUSMCPO6A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA 35
CUSMCPO4A 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
CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS 35
CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE 85
CUSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING 100
CUSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS 85
DIPLOMA OF MUSIC INDUSTRY (TECHNICAL PRODUCTION)
Course Code: CUS50201
Campus: Sunbury.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Engineer or producer in the large or small studio, live venue, theatre, post-production/multimedia facility or broadcast area.
Course Objectives: 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. This provides students with a wide range of skills necessary for successful participation in the music industry including live sound, studio engineering, audio post-production, multimedia, the Internet, music analysis, small business management and working in teams.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. 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 Criteria: Interview An interview is required.
Course Duration: 1 year
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
CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 10
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE 85
CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT 85
CUSSOU15A CREATE A FINAL SOUND BALANCE 85
CUSSOU16A DEVELOP SOUND DESIGN 50
CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING 100
CUESOU4A MIX SOUND 140
CUFMEG02A AUTHOR A MULTIMEDIA PRODUCT 50
CUSSOU22A IMPLEMENT SOUND DESIGN 50
CUFFED08A EDIT DIALOGUE AND SOUND 50
CUSADM02A CO-ORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES 35
CUSBGE17A PLAN A CAREER IN MUSIC 35
CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE 85
ICPMAM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS 40

CERTIFICATE III IN VISUAL ARTS
Course Code: CUV30103
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: Independent Arts Enterprise, Performance Artist, Artistic Director.
Course Objectives: A residency program for practising dance and theatre artists. This course is for artists and performers who have existing intermediate physical performance skills. It provides the opportunity to conceive, develop and perform a solo performance work in a collaborative artistic environment.)
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. 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. Performing 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 Criteria: Interview, Portfolio Entry Requirements. You must demonstrate the necessary capacity to successfully undertake the program. Entry is suited to highly motivated artists who have: Intermediate performance experience-Developed a level of physical fitness suited to further training in physical theatre and/or dance -Good communication skills (and ability to read, write and speak English)-Positive interpersonal skills and attitudes. Performing 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). Applicants must attend an audition/interview and a portfolio presentation.
Course Duration: 0.5 years
Course Structure: The course is one semester (22 weeks) full-time. Full-time, Flexible delivery.
Core Units of Study
CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK 50
CUFSAF01B 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, Sunbury.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Performance Artist, Independent Performance maker/Choreographer, Independent Arts Practitioner.
Course Objectives: A residency program for practising dance and theatre artists.
To provide performance artists with existing physical performance skills the opportunity to develop and create new works for the independent performance industry.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. Graduates of the Certificate III in Visual Arts and Contemporary Craft - Performance Artist or artists with equivalent industry experience will be eligible to apply. Applicants seeking recognition of previous industry experience will present a performance audition or portfolio of evidence.
Selection Criteria: Portfolio
Course Duration: 0.5 years
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.
SUBJECTS

Below are subject details for courses offered by the School of Creative Industries in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSCCRT101A APPLY CRITICAL THINKING TECHNIQUES

Locations: To be advised, VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills.
Unit 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 blockers to the critical thinking process.

BSCCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS

Locations: City King St, VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.
Unit 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.

CUS50407 Diploma of Specialist Make-up Services:
Integrated Assessment where creativity and thinking skills may be applied with other units relevant to the Industry sector. Students will need to demonstrate competency for this unit by active participation in a range of creative thinking activities, including ability to ask relevant questions and to generate a range of ideas in response to a given situation, challenge and various scenarios.

BSCCRT402A COLLABORATE IN A CREATIVE PROCESS

Locations: Industry, City King St, City Flinders, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to collaborate in a creative process.
Unit 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.

BSCCRT501A ORIGINATE AND DEVELOP CONCEPTS

Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
Unit 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: Industry, City Flinders, St Albans, On-line

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 65

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

Assessment: To be advised.

BSBDES201A FOLLOW A DESIGN PROCESS

Locations: To be advised, VETiS

Prerequisite(s): To be advised.

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

Unit Hours: 40

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.

BSBDES202A EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT

Locations: To be advised, VETiS

Prerequisite(s): To be advised.

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

Unit 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
- oral or written questioning to assess knowledge of the nature, history, role and importance of design in a specific industry context.

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

Locations: To be advised, VETiS

Prerequisite(s): To be advised.

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

Unit 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
- evaluation of samples or concept realisations produced by the candidate and interrogation of the creative process used
- oral or written questioning to assess knowledge of 2-dimensional design.

BSBDES501A IMPLEMENT DESIGN SOLUTIONS

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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to take a design concept or solution to the implementation stage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 60

Required Reading: None

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

BSBDES701A RESEARCH AND APPLY DESIGN THEORY

Locations: City Flinders

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: History of modern Design David Rasmin

Assessment: To be advised.

BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT

Locations: Industry, City Flinders, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: No text required

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.
BSMED303A MAINTAIN PATIENT RECORDS

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

Content: This unit specifies the outcomes required to maintain patient records within an existing medical records management system, under supervision.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

BSBWOR202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to organise and complete work activities, and to obtain feedback on work performance.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

BSBWRT501A WRITE PERSUASIVE COPY

Locations: Industry, City Flinders, St Albans, On-line
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to interpret a creative brief and evaluate a range of creative options to write persuasive copy.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
Screen and Media / Interactive Media Courses
Graded Assessment

CUEAUD03B OPERATE VISION SYSTEMS

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

Content: Participate in technical or creative run through; Prepare for vision system operation; Operate vision systems; Shut down and disassemble the equipment.
Unit Hours: 80
Required Reading: -
Assessment: Project based and practical assessment

CUEAUD06A APPLY A GENERAL KNOWLEDGE OF VISION SYSTEMS TO WORK ACTIVITIES

Locations: City Flinders
Prerequisite(s): To be advised.

Content: Make preparations for simple vision system activities; Complete tasks using vision systems.
Unit Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUECOR1A MANAGE OWN WORK AND LEARNING

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

Content: This unit describes the self management skills needed to perform effectively in the workplace.
Unit Hours: 10
Required Reading: None
Assessment: Written and practical assessment

CUECOR1B MANAGE OWN WORK AND LEARNING

Locations: City Flinders
Prerequisite(s): To be advised.

Content: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

CUECOR2A WORK WITH OTHERS

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

Content: Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Unit Hours: 15
Required Reading: -
Assessment: Written and practical assessment
CUECOS09A DEVELOP AND APPLY KNOWLEDGE OF COSTUME

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Research information on costume; Link research to costume design and production needs; Update and maintain knowledge of costume trends.
Unit Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUEEVT2A TOUR THE SHOW

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Plan and identify tour requirements. Coordinate variations to the show. Communicate tour requirements to relevant personnel. Contribute to financial administration. Coordinate publicity arrangements.
Unit Hours: 140
Required Reading: -
Assessment: Project based, practical and written tasks

CUEFIN01B DEVELOP A BUDGET

Locations: City Flinders
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CUEFOH07A PROCESS FINANCIAL TRANSACTIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Process payments and receipts; Reconcile takings.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUEIND01B SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Source and apply information on the structure and operation of the entertainment industry; Source and apply industry employment obligations and opportunities; Seek information on new technology; Seek opportunities to update industry knowledge.
Unit Hours: 10
Required Reading: -
Assessment: Project based and practical assessment

CUEIND02A RESEARCH AND EVALUATE THEATRICAL REFERENCE TO INFORM INDUSTRY PRACTICE

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Research theatrical references; Link research to industry practice; Update and maintain knowledge of theatrical trends.
Unit Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUELGT03B INSTALL AND OPERATE FOLLOW SPOTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Install follow spots; Participate in technical or creative run through; Prepare for follow spot operation; Operate follow spots; Shut down and disassemble equipment.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUELGT05B RECORD AND OPERATE STANDARD LIGHTING CUES

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Record, modify and replay lighting cues; Carry out procedures prior to plotting or operating lighting cues; Plot and operate lighting cues; Carry out basic troubleshooting procedures; Carry out post-performance procedures.
Unit Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUELGT09A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Make preparations for lighting set up; Complete tasks using lighting equipment.
Unit Hours: 20
Required Reading: -
Assessment: Project based and practical assessment
CUEMAR02B  UNDERTAKE MARKET RESEARCH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan market research; Conduct research; Analyse research findings.
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUEMAR03B  UNDERTAKE MARKETING ACTIVITIES
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUEPRP03A  APPLY A GENERAL KNOWLEDGE OF PROPS CONSTRUCTION
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Select equipment and materials in preparation for construction; Use props construction techniques.
Unit Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUEPRP04A  USE CASTING AND MOULDING TECHNIQUES TO MAKE PROPS
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Assess the need for casting/moulding; Select moulding/casting techniques and equipment; Construct moulds and casts.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUESCE05A  APPLY A GENERAL KNOWLEDGE OF SCENIC ART
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Make preparations for scenic art production; Complete tasks using scenic art tools, equipment and materials.
Unit Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUESMT05B  STAGE MANAGE THE PRODUCTION/EVENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Oversee preparation of the production/event; Coordinate the stage setup; Run the production/event; Maintain working relations and communication with production and performance team; Finalise the performance/event.
Unit Hours: 120
Required Reading: -
Assessment: Project based and practical assessment

CUESMT10A  CONSTRUCT MECHANICAL SETS
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Assess requirements for mechanical sets; Select equipment and materials for mechanical sets; Construct mechanical sets.
Unit Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUESMT11A  DEVELOP SET CONSTRUCTION PLANS TO MEET DESIGN REQUIREMENTS
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Interpret the set design from a construction perspective; Develop set construction plans and drawings.
Unit Hours: 100
Required Reading: -
Assessment: Project based and practical assessment

CUESMT12A  ANALYSE PERFORMANCE OUTLINE/SCRIPT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Read and analyse performance outline/script; Determine specific production requirements from performance outline/script; Integrate key information into planning and pre-production.
CUESOU03C OPERATE PROFESSIONAL AUDIO EQUIPMENT

Locations: Sunbury
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 100
Required Reading: None
Assessment: Project based and practical assessment

CUESOU07A APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Make preparations for audio set-up. Complete tasks using audio equipment
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUESOU07B APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUESOU08B SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES

Locations: Sunbury
Prerequisite(s): To be advised.
Content: Select and manage microphone and other audio input sources.
Unit Hours: 30
Required Reading: No text required
Assessment: Practical and written assignment

CUESOU09A MANAGE AND COMPILE AUDIO REPLAY MATERIAL

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess source materials; Assemble source materials; Duplicate and record materials; Test and play materials on cue.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUESOU11A SET UP AND OPERATE STAGE MONITOR SYSTEMS

Locations: Footscray Nicholson, Sunbury
Prerequisite(s): To be advised.
Content: Set up and operate stage monitor systems.
Unit Hours: 70
Required Reading: -
Assessment: Practical and project assessment

CUESOU13A SPECIFY, INSTALL AND OPERATE AUDIO FOR AN OUTDOOR EVENT

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Specify audio for an outdoor event; Install audio system for an outdoor event; Operate and monitor outdoor audio.
Unit Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT

Locations: City Flinders, Sunbury
Prerequisite(s): To be advised.
Content: Repair sound equipment; Maintain sound equipment.
Unit Hours: 40
Required Reading: -
Assessment: Project based, practical and written tasks
**CUESOU4A MIX SOUND**

Locations: City Flinders  
Prerequisite(s): To be advised.  
Content: Tune and balance sound equipment; Mix sound; Evaluate and modify technical aspects.  
Unit Hours: 140  
Required Reading: -  
Assessment: Project based, work placement, practical and written tasks

**CUESTA01B INSTALL STAGING ELEMENTS**

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Prepare for installation of staging; Install staging elements; Check staging elements after installation.  
Unit Hours: 80  
Required Reading: -  
Assessment: Project based and practical assessment

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

Locations: City Flinders  
Prerequisite(s): To be advised.  
Content: Prepare stage area; Lay up floor and position set pieces.  
Unit Hours: 20  
Required Reading: -  
Assessment: As per accredited curriculum

**CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS**

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Plan and organise workflow for production operations; Evaluate and monitor production operations; Solve problems and make decision in relation to production operations; Liaise with production colleagues to maximise quality.  
Unit Hours: 45  
Required Reading: -  
Assessment: Project based and practical assessment

**CUETEM03C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES**

Locations: Footscray Nicholson, Sunbury  
Prerequisite(s): To be advised.  
Content: Establish and manage production requirements and resources  
Unit 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.

**CUETEM07A TOUR THE PRODUCTION**

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Identify and plan tour requirements; Implement touring plans and variations; Provide briefings on tour requirements; Solve problems which arise on tour.  
Unit Hours: 140  
Required Reading: -  
Assessment: Project based and practical assessment

**CUETEM03A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS**

Locations: City Flinders, Sunbury  
Prerequisite(s): To be advised.  
Content: Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.  
Unit Hours: 30  
Required Reading: -  
Assessment: Project based, practical and written tasks

**CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT**

Locations: City Flinders  
Prerequisite(s): To be advised.  
Content: Prepare physical elements for transportation; Load/unload physical elements; Check condition of physical elements.  
Unit Hours: 80  
Required Reading: -  
Assessment: Project based and practical assessment

**CUFADM01A PREPARE A PROPOSAL**

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.  
Unit Hours: 50  
Required Reading: -  
Assessment: Project based and practical assessment
CUFAIR201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air.

Unit Hours: 30

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
- observation of the candidate recording or presenting program segments
- written or verbal questioning to test knowledge of visual design principles, communication principles, animation techniques and responsibilities of different members of a project team.

CUFANM301A CREATE 2D DIGITAL ANIMATIONS

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to use industry-current software to create 2D animations.

Unit Hours: 35

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 2D digital animations 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.

CUFANM303A CREATE 3D DIGITAL MODELS

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

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

Unit 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 to determine ability to create models for different kinds of objects
- written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFANM501A CREATE 3D DIGITAL CHARACTER ANIMATION

Locations: Industry, City Flinders, St Albans, On-line
Prerequisite(s): To be advised.

Content: 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.

Unit 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: Industry, City Flinders, St Albans, On-line
Prerequisite(s): To be advised.

Content: 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.

Unit 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: Industry, City Flinders, St Albans, On-line
Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 80

Required Reading: None

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

CUFCAM201A ASSIST WITH A BASIC CAMERA SHOOT

Locations: To be advised., VETiS
Prerequisite(s): To be advised.

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

Unit Hours: 30

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
- 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.
CUFCMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS

Locations: To be advised., VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements.

Unit 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: Industry, City Flinders, St Albans, On-line

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 20

Required Reading: None

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

CUFDIG201A MAINTAIN INTERACTIVE CONTENT

Locations: To be advised., VETiS

Prerequisite(s): To be advised.

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

Unit 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.

CUFDIG301A PREPARE VIDEO ASSETS

Locations: To be advised., VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media.

Unit 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: To be advised., VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences

Unit 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: To be advised., VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.

Unit 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
- 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: To be advised., VETiS

Prerequisite(s): To be advised.

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

Unit 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.

CUFDIG502A DESIGN WEB ENVIRONMENTS

Locations: Industry, City Flinders, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: No required text

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

CUFDIG503A DESIGN ELEARNING RESOURCES

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

Prerequisite(s): To be advised.

Content: 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.

Unit 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: Industry, City Flinders, St Albans, On-line

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 30

Required Reading: No text required.

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

CUFDIG505A DESIGN INFORMATION ARCHITECTURE

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

Prerequisite(s): To be advised.

Content: 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.

Unit 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: Industry, City Flinders, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit 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: Industry, City Flinders, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit 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

Locations: Footscray Nicholson, Industry, Sunshine

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50
Required Reading: None
Assessment: To be advised.

CUFEDT08A EDIT DIALOGUE AND SOUND

Locations: City Flinders

Prerequisite(s): To be advised.

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

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

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES

Locations: City Flinders

Prerequisite(s): To be advised.

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

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

CUFIMA03A CREATE 2D DIGITAL ANIMATION

Locations: To be advised.

Prerequisite(s): To be advised.

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

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

CUFIMA04A CREATE 3D DIGITAL ANIMATION

Locations: To be advised.

Prerequisite(s): To be advised.

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

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

CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE

Locations: To be advised., VETiS

Prerequisite(s): To be advised.

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

Unit 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: To be advised., VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries.

Unit 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
- 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
Prerequisite(s): To be advised.
Content: Determine production requirements for lighting; Prepare lighting equipment for installation; Install lighting; Install lighting control system; Ensure electrical safety; Test and adjust lighting.
Unit Hours: 25
Required Reading: -
Assessment: Project based and practical assessment

CUFLGT040A SET UP, RECORD AND OPERATE LIGHTING CUES AND EFFECTS

Locations: Footscray Nicholson, Industry, Sunbury
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: None required
Assessment: Project and practical assessment

CUFMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM04A TEST A MULTIMEDIA PRODUCT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM06A DESIGN A MULTIMEDIA PRODUCT

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.
Unit 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
Prerequisite(s): To be advised.
Content: Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.
Unit Hours: 40
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.
Unit Hours: 30
Required Reading: -
Assessment: Project based and practical assessment

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
CUFRA01A ORIGINATE AND DEVELOP THE CONCEPT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Unit Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUFRES201A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION
Locations: To be advised. VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication.
Unit 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 content organised by the candidate in response to specific instructions or directions
- inspection of information filing systems maintained by the candidate

CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

CUFSET03B MAKE SETS
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Determine set requirements; Prepare for set construction; Construct sets; Finish and check the set.
Unit Hours: 35
Required Reading: -
Assessment: Project based and practical assessment
CUFSOU204A PERFORM BASIC SOUND EDITING

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing.
Unit 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
- 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: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.
Unit 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 3D digital models created by the candidate to determine ability to create models for different kinds of objects
- written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFWRT02A WRITE THE SCRIPT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan and prepare to write the narrative; Develop the narrative.
Unit Hours: 50
Required Reading: - 
Assessment: Project based and practical assessment

CUFWRT05A WRITE CONTENT AND/OR COPY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to write content and/or copy for use in such items as advertisements, station and other promotions, sponsorship announcements, community service announcements and any other form of industrial writing for any production within the cultural industries.
Unit Hours: 50
Required Reading: - 
Assessment: As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Unit Hours: 50
Required Reading: - 
Assessment: Project based and practical assessment

CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media.
Unit 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

CUFWRT501A DEVELOP STORYLINES AND TREATMENTS

Locations: Industry, City Flinders, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
Required Reading: No text required
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CULLB307C USE MULTIMEDIA

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level.
Unit Hours: 30
Required Reading: - 
Assessment: Project based and practical assessment
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 using multimedia
- oral or written questioning to assess knowledge of OHS issues or equipment/program features.

CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS
Locations: Industry, City Flinders
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to undertake the complete exhibition design process, from initial conception of ideas to the final realisation of the design.
Unit Hours: 50
Required Reading: None required
Assessment: Practical and written assessment

CUSADM03A MANAGE A PROJECT
Locations: City Flinders
Prerequisite(s): To be advised.
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Unit Hours: 35
Required Reading: -
Assessment: Project based and practical assessment

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Unit Hours: 70
Required Reading: -
Assessment: Project based and practical tasks

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Locations: Sunbury
Prerequisite(s): To be advised.
Content: Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
Unit Hours: 20
Required Reading: -
Assessment: Project based and practical assessment

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Locations: St Albans
Prerequisite(s): To be advised.
Content: Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUSBGE01A DEVELOP AND UPDATE MUSIC INDUSTRY KNOWLEDGE
Locations: Sunbury
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

CUSBGE11A PLAN A CAREER IN MUSIC
Locations: St Albans
Prerequisite(s): To be advised.
Content: Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks
CUS8GE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

Locations: St Albans

Prerequisite(s): To be advised.

Content: Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.

Unit Hours: 85

Required Reading: -

Assessment: Project based, practical and written tasks

CUS8MA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Locations: To be advised., TBC

Prerequisite(s): To be advised.

Content: Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.

Unit Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.

Unit Hours: 20

Required Reading: -

Assessment: Project based and practical tasks

CUSGEN02A WORK IN A CULTURALLY DIVERSE ENVIRONMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Communicate with individuals from diverse backgrounds; Consult with workplace, stakeholder and community groups, where relevant.

Unit Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Locations: To be advised., TBC

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSGEN03B COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

Locations: To be advised., TBC

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUSGEN04B PARTICIPATE IN NEGOTIATIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan the negotiation; Conduct the negotiation; Finalise the outcome.

Unit Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUSGEN05A MAKE PRESENTATIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan and prepare for the presentations; Make presentations; Evaluate presentations.

Unit Hours: 35

Required Reading: -

Assessment: Project based and practical assessment

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE

Locations: Sunbury

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks
CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: This unit covers music literacy musicianship and technical and expressive skills required to compose accompaniments and to set them down.
Unit Hours: 35
Required Reading: -
Assessment: As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the songs; Set down the songs.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director’s approval.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMGE01A MAINTAIN SELF OR GROUP IN MUSIC

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competencies required by music groups or individual composers and performers to develop and expand their artistic product. It applies to artists that are self managed as well as those who are professionally managed.
Unit Hours: 70
Required Reading: -
Assessment: To be advised.

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

Locations: Sunbury
Prerequisite(s): To be advised.
Content: Use instruments, technology and/or equipment effectively. Maximise benefit from technical support systems. Ensure that equipment is used safely. Use production techniques to shape personal sound.
Unit Hours: 35
Required Reading: -
Assessment: To be advised.

CUSMGE04A ANALYSE MUSIC

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Unit Hours: 70
Required Reading: -
Assessment: Project based and written tasks

CUSMGE06A READ MUSIC

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competencies required to play music in bass and/or treble clef from simple written music notation. This is the first of two units on music reading skills, the second one being Read music for performance and analysis.
Unit Hours: 70
Required Reading: -
Assessment: To be advised.

CUSMGE07A ANALYSE HARMONY

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Unit Hours: 100
Required Reading: -
Assessment: Project based and written tasks

CUSMGE09A USE MIDI DEVICES AND/OR SOFTWARE TO PERFORM MUSIC

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit sets out the competencies needed to perform and/or record using MIDI devices and/or software. The music competencies the unit describes can be used with a MIDI that may stand alone or be connected to a personal computer.
Unit Hours: 35
Required Reading: -
Assessment: To be advised.
CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMGE11A DEVELOP MUSIC KNOWLEDGE AND LISTENING SKILLS

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit covers the development of music knowledge and listening skills in selected music styles.
Unit Hours: 70
Required Reading: None
Assessment: Written and Practical Assessment

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Unit Hours: 85
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Unit Hours: 85
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMPF02A DEVELOP TECHNICAL SKILLS FOR PLAYING OR SINGING MUSIC

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 70
Required Reading: None
Assessment: Written and Practical Assessment

CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS

Locations: Sunbury
Prerequisite(s): To be advised.
Content: This unit covers stage skills for musical performers. It deals with the understanding and application of presentation and stage communication to maximise audience reception of the creative work. Specific OHS competencies are also covered in this unit.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF04A PREPARE SELF FOR PERFORMANCE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety;
Unit Hours: 35
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF05A REHEARSE MUSIC FOR PERFORMANCE

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Unit Hours: 85
Required Reading: -
Assessment: Project based and practical tasks

CUSMPF06A EXTEND TECHNICAL SKILLS IN PERFORMANCE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the extended technical skills that is required for performance.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.
CUSMPF07A PLAN, PREPARE AND PERFORM FOR A DEMO RECORDING

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit covers planning a set or program appropriate to the purpose of the recording. It also deals with rehearsing the music to the standard required and performing to prepare the demo recording performance.
Unit Hours: 35
Required Reading: No Required Reading.
Assessment: To be advised.

CUSMPF08A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as part of a backup group.
Unit Hours: 35
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE

Locations: Sunbury, TBC
Prerequisite(s): To be advised.
Content: Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Unit Hours: 35
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION

Locations: Sunbury, TBC
Prerequisite(s): To be advised.
Content: Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Unit Hours: 35
Required Reading: No required text.
Assessment: Project based, practical and written tasks

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP

Locations: Sunbury
Prerequisite(s): To be advised.
Content: Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Unit Hours: 70
Required Reading: -
Assessment: Project based, practical and written tasks

CUSMPF14A PERFORM ACCOMPANIMENT

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as an accompanist.
Unit Hours: 35
Required Reading: -
Assessment: Project based and practical tasks

CUSMPF15A PERFORM MUSIC AS A SOLOIST

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the technical, expressive, communication and stage skills required to perform for an audience as a soloist.
Unit Hours: 70
Required Reading: -
Assessment: As per accredited curriculum

CUSMPF16A PERFORM IMPROVISATION FOR AUDIENCE

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: This unit describes the aural, musicological and creative competencies required to perform improvisation for an audience as part of an ensemble.
Unit Hours: 35
Required Reading: -
Assessment: Project based and practical tasks

CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE

Locations: To be advised., TBC
Prerequisite(s): To be advised.
Content: This unit describes the competencies required to refine instrumental/vocal technique to expand the range of practical performance repertoire. It covers technical and repertoire development required to present a performance. This is the fifth unit covering the development of technical skills in performance.
Unit Hours: 85
Required Reading: -
Assessment: Project based and practical tasks
CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY

Locations: Sunbury

Prerequisite(s): To be advised.

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

Unit Hours: 10

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU04A RECORD SOUND

Locations: To be advised., TBC

Prerequisite(s): To be advised.

Content: Prepare to record sound; Record sound.

Unit Hours: 35

Required Reading: -

Assessment: As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT

Locations: Sunbury

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU05B INSTALL, ALIGN AND TEST AUDIO EQUIPMENT

Locations: To be advised., TBC

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU06A LAY SOUNDTRACKS

Locations: To be advised., VETiS

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 35

Required Reading: None

Assessment: Written and Practical Assessment

CUSSOU09A MIX SOUND SOURCES

Locations: Sunbury, TBC

Prerequisite(s): To be advised.

Content: Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU11A OPERATE SOUND MIXING CONSOLE

Locations: Sunbury

Prerequisite(s): To be advised.

Content: Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.

Unit Hours: 70

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU13A SET UP, OPERATE AND DE-RIG PORTABLE SOUND RECORDING EQUIPMENT

Locations: Sunbury

Prerequisite(s): To be advised.

Content: Determine production requirements. Prepare for sound operation. Set up sound equipment. Operate sound equipment. Disassemble sound equipment after use. Pack sound equipment for transit.

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU15A CREATE A FINAL SOUND BALANCE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.

Unit Hours: 85

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU16A DEVELOP SOUND DESIGN

Locations: Footscray Nicholson, Industry, City Flinders, St Albas, On-line

Prerequisite(s): To be advised.
Content: Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.

Unit Hours: 50

Required Reading: None

Assessment: Project based, practical and written tasks

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.

Unit Hours: 100

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU22A IMPLEMENT SOUND DESIGN

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

Prerequisite(s): To be advised.

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

Unit Hours: 50

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU23A SPECIFY SOUND SYSTEMS

Locations: Sunbury

Prerequisite(s): To be advised.

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

Unit Hours: 35

Required Reading: -

Assessment: Project based, practical and written tasks

CUSSOU24A EDIT SOUND USING COMPUTERISED DIGITAL EQUIPMENT/SYSTEMS

Locations: Sunbury, TBC

Prerequisite(s): To be advised.

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

Unit Hours: 85

Required Reading: -

Assessment: Project based, practical and written tasks
CUVCOR08A PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept.
Unit Hours: 60
Required Reading: -
Assessment: Project based and practical assessment

CUVCOR08B MAINTAIN INTERACTIVE CONTENT

Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain interactive content.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop drawings which represent and communicate the concept.
Unit Hours: 80
Required Reading: -
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

CUVCOR12A REVIEW HISTORY AND THEORY FOR APPLICATION TO ARTISTIC PRACTICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to source and review information on history and theory for application to own work.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

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

Locations: City Flinders
Prerequisite(s): To be advised.
Content: Research history and theory; Link research to artistic practice; Update and maintain knowledge of trends within own area of artistic practice.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUVCRS06A MAKE SCALE MODELS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine scale model requirements; Organise resources for scale model making; Make scale models; Present scale models.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment
CUVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select and prepare work for display or exhibition. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context.
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUVDES05A INTERPRET AND RESPOND TO A BRIEF
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to interpret and respond to a brief through the production of work.
Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

CUVDSP02A DEVELOP SELF AS DESIGNER
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a professional practice unit which describes development of technical and conceptual skills. This module provides students with skills and knowledge required to work as a practising designer.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

CUVDSP11A RESEARCH AND APPLY TECHNIQUES FOR ILLUSTRATIVE WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to research and apply techniques for application to any type of illustrative work.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CUVDSP15A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret the brief for the spatial design; Organise resources for spatial design; Test design approaches for spatial design; Fabricate a model or aspect of the design.
Unit Hours: 50
Required Reading: -
Assessment: Project based and practical assessment

CUVRAD02A CONDUCT RESEARCH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to provide information in any aspect of the cultural industries and in particular to research the information needed to support the development of operation, project and/or production and identify sources of material for inclusion.
Unit Hours: 35
Required Reading: -
Assessment: As per accredited curriculum

CUVVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Locations: City Flinders
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of digital images. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Unit Hours: 50
Required Reading: -
Assessment: This unit will be assessed in relation to work placement within the Level 17 Artspace and as part of classroom projects requiring written/oral presentations demonstrating skills and knowledge including:
- production of digital images which demonstrate a command of nominated techniques and which reflect the concept
- general knowledge of materials and equipment used in digital imaging work
- developmental work

CUVVSP12A PRODUCE DIGITAL IMAGES
Locations: City Flinders
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials. As such the range of techniques could be quite varied and broad in
nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.

Unit Hours: 50

Required Reading: -

Assessment: As per accredited curriculum

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

CUVVSP34B APPLY TECHNIQUES TO PRODUCE PAINTINGS

Locations: To be advised.

Prerequisite(s): To be advised.

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

Unit Hours: 50

Required Reading: -

Assessment: To be advised.

CUVVSP35B PRODUCE PAINTINGS

Locations: To be advised.

Prerequisite(s): To be advised.

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

Unit Hours: 50

Required Reading: -

Assessment: To be advised.

CUVVSP36B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS

Locations: To be advised.

Prerequisite(s): To be advised.

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

Unit Hours: 50

Required Reading: -

Assessment: To be advised.

ICAITB060A IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit details the competency required to create the physical database from the data dictionary and design specifications.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

ICAITB061A MONITOR PHYSICAL DATABASE IMPLEMENTATION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit details the competency required to model and monitor database performance.

Unit Hours: 20

Required Reading: -

Assessment: As per accredited curriculum
ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: This unit defines the competency required to use computer applications employing advanced features.
Unit 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.

ICPMM296A CREATE AND TEST A CD-ROM/DVD
Locations: To be advised., VETiS
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading:  -
Assessment: A range of assessment methods should be used to assess practical skills and knowledge. The following example is 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.

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Use multimedia text software; Create multimedia text.
Unit Hours: 20
Required Reading:  -
Assessment: As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.
Unit Hours: 40
Required Reading:  -
Assessment: Project based, practical and written tasks

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.
Unit Hours: 50
Required Reading:  -
Assessment: Project based and practical assessment

ICPP252B OUTPUT IMAGES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to cover image output.
Unit Hours: 30
Required Reading:  -
Assessment: To be advised.

THHGLE12A DEVELOP AND MANAGE MARKETING STRATEGIES
Locations: Sunbury, TBC
Prerequisite(s): To be advised.
Content: This unit deals with the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.
Unit Hours: 50
Required Reading:  -
Assessment: Project based and practical assessment

THHGLE16A MANAGE PHYSICAL ASSETS
Locations: Sunbury
Prerequisite(s): To be advised.
Content: Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.
Unit Hours: 40
Required Reading:  -
Assessment: Project based and practical assessment

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Unit Hours: 51
Required Reading:  -
Assessment: As per accredited curriculum
VAB933 MYTHS AND SYMBOLS A

Locations: To be advised.
Prerequisite(s): To be advised.
Content: These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

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

VAC412 DESKTOP PUBLISHING 1

Locations: To be advised.
Prerequisite(s): VBK384 Computer skills for Writers & Editors
Content: Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAD728 EDITING 2A

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

VAD964 DESIGN AND LAYOUT

Locations: To be advised.
Prerequisite(s): To be advised.
VAE831 POETRY 1A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Looks at short fiction and novels. Prerequisite To be advised
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAE913 SHORT STORY 1A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Theory and practice of short story writing. Theory-character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical writing exercises, editing, writing and rewriting complete short stories.
Unit Hours: 68
Required Reading: To be advised.
Assessment: As per accredited curriculum

VAE919 PRACTICAL PLACEMENT
Locations: To be advised.
Prerequisite(s): VAC474 Industry Overview 1
Content: Students undertake 68 hours in a workplace of their choice, such as publishing, editing, PR, promotion, TV or film.
Unit Hours: 68
Required Reading: To be advised.
Assessment: As per accredited curriculum

VAF066 SHORT STORY 2A
Locations: To be advised.
Prerequisite(s): VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.
Unit Hours: 68
Required Reading: To be advised.
Assessment: As per accredited curriculum

Unit Hours: 68
Required Reading: To be advised.
Assessment: As per accredited curriculum

VAE863 POETRY 1A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of a range of poetry styles and techniques.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAG831 WRITER AND RESEARCH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Students will learn to gather and analyse data using appropriate research methods and present their findings in a written document.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Students will learn fiction writing specific to the YA genre, including a focus on voice, character and issues.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VAN040 NOVEL 2B
Locations: To be advised.
Prerequisite(s): VAE282 Novel 2A
Content: Students will study novel writing through an examination of a range of novels, as well as working on their own novels, and workshopping other students’ work.
Unit Hours: 68
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBF960 WRITING COMEDY FOR PERFORMANCE 1A
Locations: To be advised.
Prerequisite(s): To be advised.
Content: An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.
Unit Hours: 68
Required Reading: -
Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This module introduces the basics of fiction writing - character, plot, dialogue etc, in a variety of forms and genres. Leads to Novel 1B and/or Short Story 1B. Prerequisite to be advised.

Unit Hours: 68

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBK386 SCRIPTWRITING 1A

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This module is used to create new short scripts and understand the structure of play writing, including action, scenario, conflict, character status, dialogue and reading or performance of short scripts. Prerequisite To be advised.

Unit Hours: 68

Required Reading: -

Assessment: As per accredited curriculum.

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books. Prerequisite To be advised.

Unit Hours: 68

Required Reading: -

Assessment: As per accredited curriculum.

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children A. Focus on chapter books. Prerequisite To be advised.

Unit Hours: 68

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBK400 POETRY 2A

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Students will explore various styles of poetry in order to assist them to write their own poetry. Prerequisite To be advised.

Unit Hours: 68

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBK402 SCREENWRITING 2A

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence. Prerequisite To be advised.

Unit Hours: 68

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBK405 WRITING FOR CHILDREN (OLDER READERS) B

Locations: To be advised.

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 68

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBP551 DEVELOP WRITING AND EDITING SKILLS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills in the use of the English language for the writing and editing tasks.

Unit Hours: 120

Required Reading: To be advised.

Assessment: As per accredited curriculum.

VBP552 PRODUCE WRITINGS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills to complete a writing task.

Unit Hours: 315

Required Reading: To be advised.

Assessment: As per accredited curriculum.
VBP553 REFINE WRITING AND EDITING TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills required to research and experiment with writing and editing techniques and media to generate writings.
Unit Hours: 340
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP660 DEVELOP BASIC PERFORMANCE SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to develop basic performance skills.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP661 DEVELOP CONCEPTUAL AND EXPRESSIVE SKILLS AS PERFORMER
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required for develop conceptual and expressive skills as a performer.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

VBP662 REHEARSE TECHNIQUE FOR PERFORMANCE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to organise and rehearse techniques for performances.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP664 DEVELOP ADVANCED PERFORMANCE SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to help them develop advance performance skills.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP665 REFINE PERFORMANCE SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills to refine their performance skills.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP666 REHEARSE THE SHOW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills required to organise a rehearsal for a show.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VBP667 PERFORM THE SHOW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills required for organising the performance of a show.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

VPAU010 ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the knowledge and skills required by artists and designers to develop, monitor and maintain economic, social, institutional and environmental work practices.
Unit Hours: 15
Required Reading: To be advised.
Assessment: To be advised.

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to research and critically analyse historical and theoretical concepts for application to own artistic and design practice. The unit includes the need for critical analysis of information and own work and the challenging of different points of view to inform own personal work and philosophy.
VPAU012 USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to represent and communicate a concept through the use of advanced drawing techniques.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU013 APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to extend artistic practice to explore and apply the principles of design to an artwork or a design solution. The unit may be applied to 2D or 3D work.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting and meeting own priorities and developing and maintaining artistic and professional competence.
Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

VPAU015 PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to plan and implement a project, work effectively within an organisation and accept responsibility for and monitor own work.
Unit Hours: 200
Required Reading: To be advised.
Assessment: To be advised.

VPAU024 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED DIGITAL ART WORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU025 REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.
Unit Hours: 150
Required Reading: To be advised.
Assessment: To be advised.

VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce and present a thematically connected digital art work which incorporates other media.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce and present a thematically connected paintings.
Unit Hours: 150
Required Reading: To be advised.
Assessment: To be advised.

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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.
VPAU031 REALISE THEMATICALLY CONNECTED PRINTS
Locations: City Flinders
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce and present a thematically connected prints.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.
Unit Hours: 140
Required Reading: To be advised.
Assessment: To be advised.

VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.
Unit Hours: 90
Required Reading: To be advised.
Assessment: To be advised.

VPAU052 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.
Unit Hours: 54
Required Reading: To be advised.
Assessment: To be advised.

VPAU053 PRODUCE A CONCEPT FROM A GIVEN BRIEF
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.
Unit Hours: 50
Required Reading: To be advised.
Assessment: To be advised.

VPAU054 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Unit Hours: 50
Required Reading: To be advised.
Assessment: To be advised.

VPAU055 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to create design concepts to produce a 2-dimensional (2D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Unit Hours: 50
Required Reading: To be advised.
Assessment: To be advised.
VPAU057 CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to create design concepts to produce a 3-dimensional (3D) artwork to finished art stage through exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Unit Hours: 70
Required Reading: To be advised.
Assessment: To be advised.

VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce files for multimedia production and display through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.
Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the more complex drawing techniques required to communicate thematically connected concepts through drawing.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the more complex skills and knowledge required to research and critically analyse concepts for application to artistic or design practice.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop a design in response to a complex design brief. It focuses on the process to meet the requirements of the brief to the design proposal stage. It is a specialisation unit and refers to a specific art form.
Unit Hours: 100
Required Reading: To be advised.
Assessment: To be advised.

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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to interpret and respond to a complex, product/graphic design commission or brief to the finished art stage. The product/graphic design commission/brief may be for a multifaceted product and the art will build upon the designer’s theoretical, conceptual and technical development. It is a specialisation unit and refers to a specific art form.
Unit Hours: 150
Required Reading: To be advised.
Assessment: To be advised.

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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to produce artwork that uses a range of advanced techniques and media to finished art stage and to prepare the artwork for production. It is a specialisation unit and refers to a specific art form.
Unit Hours: 150
Required Reading: To be advised.
Assessment: To be advised.

VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop graphics incorporating a range of features for cross-media publishing in response to a brief using advanced skills and high-end application.
Unit Hours: 90
Required Reading: To be advised.
Assessment: To be advised.
## SCHOOL OF ENTERPRISE

Below are details of courses offered by the School of Enterprise in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

### CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)

**Course Code:** 21530VIC

**Campus:** Werribee, City Flinders, Sunbury, This is offered to Secondary Schools as a VET in Schools program.

**Scope of Delivery:** Full Time

**Career Opportunities:** Small business operators

**Course Objectives:** (For continuing students only)

This course aims to introduce secondary school learners to innovative small business operations and entrepreneurial aspects of a small business.

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

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

**Selection Criteria:** Direct Entry 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. Application for admission is through secondary school.

**Course Duration:** To be advised.

**Course Structure:** The course is offered over 320 nominal hours. The normal delivery mode for this program is on a full-time basis only.

**Core Units of Study**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>VBN333</td>
<td>DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>VBN337</td>
<td>UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE</td>
<td>25</td>
</tr>
<tr>
<td>VBN338</td>
<td>PROMOTE AND RECOMMEND A SMALL BUSINESS PRODUCT OR SERVICE</td>
<td>25</td>
</tr>
<tr>
<td>VBN339</td>
<td>CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION</td>
<td>40</td>
</tr>
<tr>
<td>VBN340</td>
<td>PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES</td>
<td>25</td>
</tr>
<tr>
<td>VBN341</td>
<td>CONTRIBUTE TO SMALL BUSINESS PLANNING</td>
<td>25</td>
</tr>
</tbody>
</table>

### GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING

**Course Code:** 21554VIC

**Campus:** Industry.

**Scope of Delivery:** Part Time

**Career Opportunities:** Leadership roles in organisations focusing on education and training.

**Course Objectives:** (For continuing students only)

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

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

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

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

**Course Duration:** 0.5 years

**Course Structure:** Complete 6 core units and 2 electives.

**Core units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>VBN335</td>
<td>EDUCATION AND TRAINING LEADERSHIP PROJECT</td>
<td>80</td>
</tr>
<tr>
<td>VBN336</td>
<td>STRATEGIC LEADERSHIP IN AN EDUCATION AND TRAINING ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN337</td>
<td>LEADING INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING</td>
<td>50</td>
</tr>
<tr>
<td>VBN338</td>
<td>LEADING IN EDUCATION AND TRAINING ENVIRONMENTS</td>
<td>50</td>
</tr>
<tr>
<td>VBN339</td>
<td>INTERPERSONAL SKILLS FOR EFFECTIVE LEADERSHIP</td>
<td>50</td>
</tr>
<tr>
<td>VBN340</td>
<td>LEADERSHIP, TEAMS AND EMPOWERING PEOPLE</td>
<td>50</td>
</tr>
</tbody>
</table>

### VET in Schools Program

- **School:** 21530VIC CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)
- **Campus:** Werribee, City Flinders, Sunbury, This is offered to Secondary Schools as a VET in Schools program.

**Scope of Delivery:** Full Time

**Career Opportunities:** Small business operators

**Course Objectives:** (For continuing students only)

This course aims to introduce secondary school learners to innovative small business operations and entrepreneurial aspects of a small business.

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

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

**Selection Criteria:** Direct Entry To qualify for admission to the course, applicants must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%.

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

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

**Course Duration:** 0.5 years

**Course Structure:** Complete 6 core units and 2 electives.

**Core units:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN335</td>
<td>EDUCATION AND TRAINING LEADERSHIP PROJECT</td>
<td>80</td>
</tr>
<tr>
<td>VBN336</td>
<td>STRATEGIC LEADERSHIP IN AN EDUCATION AND TRAINING ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN337</td>
<td>LEADING INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING</td>
<td>50</td>
</tr>
<tr>
<td>VBN338</td>
<td>LEADING IN EDUCATION AND TRAINING ENVIRONMENTS</td>
<td>50</td>
</tr>
<tr>
<td>VBN339</td>
<td>INTERPERSONAL SKILLS FOR EFFECTIVE LEADERSHIP</td>
<td>50</td>
</tr>
<tr>
<td>VBN340</td>
<td>LEADERSHIP, TEAMS AND EMPOWERING PEOPLE</td>
<td>50</td>
</tr>
</tbody>
</table>
Elective Units
Select a minimum of two units with the approval of the Head of School:

- VBN733  DEVELOPING BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT  50
- VBN734  DEVELOPING EDUCATION AND TRAINING MARKETS  50
- VBN735  DEVELOPING A LEARNING CULTURE WITHIN AN EDUCATION AND TRAINING ENVIRONMENT  50
- VBN736  FINANCIAL MANAGEMENT IN ORGANIZATIONS  50
- VBN094  BUSINESS ETHICS AND CORPORATE GOVERNANCE  50
- VBN096  HUMAN RESOURCE MANAGEMENT  50

ADVANCED DIPLOMA OF BUSINESS (LEGAL PRACTICE) (I)

Course Code: 21618VIC

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

Scope of Delivery: Full Time

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

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 fulfil an industry need for legally informed support staff.

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

Selection Criteria: VTAC

Course Duration: To be advised.

Course Structure: This course is two years full time.

Core Units of Study

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

Elective Units of Study

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

- VBM903  LAND CONTRACTS  51
- VBM904  MORTGAGES, LEASES AND BUILDING CONTRACTS  51
- VBM905  CONSUMER PROTECTION LAW  51
- VBM908  ADMINISTRATIVE LAW  51
- VBM912  LAW OF MARKETING  51
- VBM913  LEGAL RESEARCH METHOD  51
- VBM910  CORPORATIONS LAW  51
- VBP160  EMPLOYMENT LAW  51

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

- BSCCMN305A  ORGANISE WORKPLACE INFORMATION  30
- BSCCMN310A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
- BSBEUS5301A  SEARCH AND ASSESS ONLINE BUSINESS INFORMATION  20
- BSBAKG407A  MAKE A PRESENTATION  30
- BSCCMN420A  WRITE COMPLEX DOCUMENTS  50
- BSBEMS401A  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
- BSBNM614A  DEVELOP AND IMPLEMENT DIVERSITY POLICY  60
- BSBNM602A  CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS  60

Technology and E-Business

- BSCCMN108A  DEVELOP KEYBOARD SKILLS  40
- BSCCMN205A  USE BUSINESS TECHNOLOGY  30
- BSCCMN214A  CREATE AND USE SIMPLE SPREADSHEETS  20
- BSCCMN306A  PRODUCE BUSINESS DOCUMENTS  80
- BSBDAM303A  PRODUCE TEXTS FROM AUDIO TRANSCRIPTION  30
- BSBDAM304A  DESIGN AND DEVELOP TEXT DOCUMENTS  120
- BSBDAM305A  CREATE AND USE DATABASES  20
- BSBDAM402A  PRODUCE COMPLEX BUSINESS DOCUMENTS  100
- BSALPP401A  PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS  80
- BSBDAM506A  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  60
- BSFLM501B  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
- BSALF401A  MAINTAIN TRUST ACCOUNTS  50
- BSBDAM504A  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50

OH&S, FINANCE AND MISCELLANEOUS

- BSCCMN311A  MAINTAIN WORKPLACE SAFETY  40
- BSALF401A  MAINTAIN TRUST ACCOUNTS  50
- BSBDAM504A  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
Other

To qualify for admission to the course, an applicant must have a degree or diploma or have completed 3 years of full-time education at the equivalent level of study.

Course Objectives: This course is designed to provide in-depth study of various fields, including leadership development and professional development.

Scope of Delivery: Part Time

Career Opportunities: Upper level management in all industries.

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 work in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.

Entry Requirements: Other

Selection Criteria: Direct Entry, Interview, Employer Choice

Course Duration: 1 year

Course Structure: To be eligible to receive the Graduate Certificate in Leadership in Education and Training qualification, participants must successfully complete six (6) units comprising four (4) core and two (2) elective units, equivalent to a minimum of 370 - 430 nominal hours.

Core Units

VPAU457 UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS 80
VPAU458 LEAD IN EDUCATION AND TRAINING ENVIRONMENTS 50
VPAU459 INFLUENCE WORKFORCE EFFECTIVENESS 60

Elective Units

VPAU461 DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT 50
VPAU460 LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT 50

LEADERSHIP DEVELOPMENT PROGRAM

Course Code: 3113WD0109

Scope of Delivery: Part Time

Career Opportunities: Community and business leaders

Course Objectives: This is a non-award course offered to Federation of Australian Muslim Students and Youth (FAMSY). This program has been designed and customised to provide Muslim youth with skills to become community and business leaders. To enable students and youth to become capable, effective and inspirational community leaders, contributing and leading community activities and facilitating new generation of leaders.

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

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

**CERTIFICATE I IN BUSINESS**

**Course Code:** BSB10107

**Campus:** Footscray Nicholson, St Albans.

**Scope of Delivery:** Full Time

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

**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.

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

**Selection Criteria:** Direct Entry, Interview, Written Application, Written Test

**Course Duration:** 0.5 years

**Course Structure:** Students must successfully complete a minimum of 6 units — 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

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**CERTIFICATE II IN BUSINESS**

**Course Code:** BSB20101

**Campus:** Footscray Nicholson, St Albans.

**Scope of Delivery:** Full Time

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

**Course Objectives:** (For continuing students only)

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

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

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**Course Structure:** 6 months full-time.

Units of Study

You must complete:

- a) a minimum of 12 units of study which include a minimum of 8 units listed below including BSBCMN211A Participate in Workplace Safety Procedures.
- BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES 15
- BSBLED101A PLAN SKILLS DEVELOPMENT 20
- BSBITU101A OPERATE A PERSONAL COMPUTER 20
- BSBITU102A DEVELOP KEYBOARD SKILLS 40

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Using the text from the page, here is the list of units for each course:

**CERTIFICATE I IN BUSINESS**

- **Core Unit:**
  - BSB0HS201A PARTICIPATE IN OHS PROCESSES 20

- **Elective Units:**
  - BSB10107 A  DEVELOP KEYBOARD 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

**CERTIFICATE II IN BUSINESS**

- **Core Unit:**
  - BSB10107 A  DEVELOP KEYBOARD SKILLS 40

- **Elective Units:**
  - BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES 15
  - BSBLED101A PLAN SKILLS DEVELOPMENT 20
  - BSBITU101A OPERATE A PERSONAL COMPUTER 20
  - BSBITU102A DEVELOP KEYBOARD SKILLS 40
To qualify for admission to the course, an applicant must have completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

### Certificate II in Business (I)

**Course Code:** BSB20107  
**Campus:** Footscray Nicholson, Industry, St Albans, VETiS: Secondary Schools  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** When you graduate, you will be qualified to be an Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior, Receptionist.  
**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 course also prepares the student for entry into the Diploma. The course provides students with the knowledge and skills required to perform mainly routine tasks as an administrative officer in a variety of settings working under direct supervision. This unit also prepares the student for entry into the Diploma.

**Entry Requirements:** Other  
**Selection Criteria:** Direct Entry, Employer Choice  
**Course Duration:** 0.5 years  
**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:**  
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS201A</td>
<td>PARTICIPATE IN OHS PROCESSES</td>
<td>20</td>
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</tbody>
</table>

**Elective Units:**  
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSCSEN305A</td>
<td>MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS</td>
<td>20</td>
</tr>
<tr>
<td>BSBCUS201A</td>
<td>DELIVER A SERVICE TO CUSTOMERS</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMZ201A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU102A</td>
<td>DEVELOP KEYBOARD SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU101A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU201A</td>
<td>PRODUCE SIMPLE WORD PROCESSED DOCUMENTS</td>
<td>60</td>
</tr>
<tr>
<td>BSBITU203A</td>
<td>COMMUNICATE ELECTRONICALLY</td>
<td>20</td>
</tr>
<tr>
<td>BSBIIN201A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td>30</td>
</tr>
<tr>
<td>BSBIIN204A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>BSBIIN202A</td>
<td>PROCESS AND MAINTAIN WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBIIN202A</td>
<td>HANDLE MAIL</td>
<td>15</td>
</tr>
</tbody>
</table>

**Certificate III in Business**  
**Course Code:** BSB30101  
**Campus:** Footscray Nicholson, St Albans.  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** When you graduate, you will be qualified to be a Receptionist or Administrative Officer.  
**Course Objectives:** (For continuing students only) This course provides students with administrative skills and technical ability for work in a broad range of business organisations. The course provides students with the knowledge and skills required to undertake work as an administrative officer in a variety of settings.

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

**Selection Criteria:** Direct Entry  
**Course Duration:** To be advised.  
**Course Structure:** Full-time over 6 months or part-time equivalent.  
**Core Units of Study**  
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBICN301A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>BSBICN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSBICN304A</td>
<td>CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING</td>
<td>30</td>
</tr>
<tr>
<td>BSBICN305A</td>
<td>ORGANISE WORKPLACE INFORMATION</td>
<td>30</td>
</tr>
<tr>
<td>BSBICN306A</td>
<td>PRODUCE BUSINESS DOCUMENTS</td>
<td>80</td>
</tr>
<tr>
<td>BSBICN307A</td>
<td>MAINTAIN BUSINESS RESOURCES</td>
<td>20</td>
</tr>
</tbody>
</table>
### CERTIFICATE III IN BUSINESS (I)

**Course Code:** BSB30107  
**Campus:** Footscray Nicholson, Industry, St Albans.  
**Scope of Delivery:** Part Time, Full Time  
**Career Opportunities:** When you graduate, you will be qualified to be a Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.  
**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.  
**Entry Requirements:** Other  
**Selection Criteria:** Direct Entry, Employer Choice  
**Course Duration:** 0.5 years  
**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**  
- BSBHOHS201A PARTICIPATE IN OHS PROCESSES  
**Elective Units of Study**  
- BSBFIA301A MAINTAIN FINANCIAL RECORDS  
- BSBFIA302A PROCESS PAYROLL  
- BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS  
- BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS  
- BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS  
- BSBADM307B ORGANISE SCHEDULES  
**Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from Certificate III level, and maximum of 2 may be included from lower or higher levels.**

### CERTIFICATE III IN BUSINESS ADMINISTRATION

**Course Code:** BSB30301  
**Campus:** Industry.  
**Scope of Delivery:** Part Time  
**Career Opportunities:** When you graduate, you will be qualified to be a Receptionist or Administrative Officer.  
**Course Objectives:** (For continuing students only) This course provides students with administrative skills and technical ability for work in a broad range of business organisations.  
**Entry Requirements:** To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.” Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.  
**Selection Criteria:** Direct Entry  
**Course Duration:** To be advised.  
**Course Structure:** Part time traineeship over 345-635 nominal hours.  
**Core Units of Study**  
- BSBADM301A MAINTAIN WORKPLACE SAFETY  
**Minimum of 5 units selected by the student with the approval of the Head of School, from the following:**  
- BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT  
- BSBWRT301A WRITE SIMPLE DOCUMENTS  
- BSBADM301A MAINTAIN WORKPLACE SAFETY  
- BSBPR301A RECOMMEND PRODUCTS AND SERVICES  
- BSBADM401A MAKE A PRESENTATION  
- BSBUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  
- BSBCCO301A USE MULTIPLE INFORMATION SYSTEMS  
- BSBINM301A ORGANISE WORKPLACE INFORMATION  
- BSBPR301A RECOMMEND PRODUCTS AND SERVICES  
- CUSADM03A MANAGE A PROJECT  
- BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS  
- BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT  
- BSBFLM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS  
- BSBFLM312B CONTRIBUTE TO TEAM EFFECTIVENESS
To qualify for admission to the course, an applicant must be selected from a Certificate II or Certificate IV qualification. Certificate III qualification from any endorsed Training Package, of which 1 unit may be selected by the student with the approval of the Head of School, from the following:

- BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES 100
- BSBADM302A PRODUCE TEXTS FROM NOTES 30
- BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
- BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS 120
- BSBADM305A CREATE AND USE DATABASES 20
- BSBADM306A CREATE ELECTRONIC PRESENTATIONS 20
- BSBADM307A ORGANISE SCHEDULES 15
- BSBADM308A PROCESS PAYROLL 30
- BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
- BSBADM310A MAINTAIN A GENERAL LEDGER 60
- BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY 30
- BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS 30

A minimum of 2 units selected by the student with the approval of the Head of School, from the following:

- BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
- BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
- BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
- BSBFLM304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING 60
- BSBCMN305A ORGANISE WORKPLACE INFORMATION 30
- BSBCMN306A PRODUCE BUSINESS DOCUMENTS 80
- BSBCMN307A MAINTAIN BUSINESS RESOURCES 20
- BSBCMN308A MAINTAIN FINANCIAL RECORDS 60
- BSBCMN309A RECOMMEND PRODUCTS AND SERVICES 20
- BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBCMN312A SUPPORT INNOVATION AND CHANGE 40
- BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES 30

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:
- BSB5MB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES 30
- BSB5MB302A DEVELOP A MICRO BUSINESS PROPOSAL 30
- BSB5MB303A ORGANISE FINANCES FOR THE MICRO BUSINESS 50
- BSB5MB304A DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS 30
- BSB5MB305A COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS 45

Elective Units:
- BSBCCC301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35
- BSBPA301A MAINTAIN FINANCIAL RECORDS 60
- BSBPA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE 30
- BSB5MB306A PLAN A HOMEBASED BUSINESS 25
- BSB5MB307A SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS 20
- BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
- BSBWOR302A WORK EFFECTIVELY AS AN OFFSITE WORKER 25
- BSBUIT305A CONDUCT ONLINE TRANSACTIONS 40
- BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE 50
- BSBGOV403A ANALYSE FINANCIAL REPORTS AND BUDGETS 50
- PSPGOV407B PROVIDE A QUOTATION 20

CERTIFICATE III IN BUSINESS ADMINISTRATION
Course Code: BSB30407
Campus: Industry.
Scope of Delivery: Part Time

Career Opportunities: Accounts Receivable Clerk, Accounts Payable Clerk, Clerk, Data Entry Operator, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator, Word Processing Operator

Course Objectives: This course is offered to industry and as a pre-entry qualification. The qualification covers the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. It is anticipated that students will transfer into a prescribed business degree program upon completion of this course.

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

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

Selection Criteria: Direct Entry, Interview, Employer Choice

Course Duration: 1 year

Course Structure: Students must successfully complete a minimum of 13 units - 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.

Core units
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20
BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50

Administration units:
BSBFAI202A PROCESS PAYROLL 30
BSBITU302A CREATE ELECTRONIC PRESENTATIONS 20
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBITU304A PRODUCE SPREADSHEETS 35
BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50
BSBWRT301A WRITE SIMPLE DOCUMENTS 30
BSBADM307B ORGANISE SCHEDULES 15

Elective units:
BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION 30
BSBITU301A CREATE AND USE DATABASES 30
BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30
BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35

CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)
Course Code: BSB31007

Campus: Footscray Nicholson, Industry, St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Legal administrative support role such as Legal Receptionist.

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

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

Selection Criteria: Direct Entry, Interview, Written Application, Employer Choice

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

Course Duration: 0.5 years

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
BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
BSBOHS201A PARTICIPATE IN OHS PROCESSES 20

Elective Units of Study
BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS 40
BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS 25
BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD 20
BSBLEG303A DELIVER COURT DOCUMENTATION 10
BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT 20

Elective Units
BSBITU304A PRODUCE SPREADSHEETS 35
BSBADM307B ORGANISE SCHEDULES 15
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS 90
BSBLEG306A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE 40
BSBITU304A PRODUCE SPREADSHEETS 35
BSBADM307B ORGANISE SCHEDULES 15
BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
BSBITU308A PRODUCE SPREADSHEETS 35
BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS 50
BSBITU301A CREATE AND USE DATABASES 30
BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS 40
BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS 25
BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD 20
BSBLEG303A DELIVER COURT DOCUMENTATION 10
BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT 20

CERTIFICATE III IN FRONTLINE MANAGEMENT
Course Code: BSB31207

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Unit Leader, Leading Hand

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 occupations or professions, but require some training in the basics of supervision. Typically they would report to a supervisor or team leader.

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 occupations or professions, but require some training in the basics of supervision. Typically they would report to a supervisor or team leader.

Entry Requirements: Other Direct application.
Selection Criteria: Interview, Written Application, Employer Choice

Course Duration: 1 year

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 BSBCM041B.

Maintain workplace safety.

At least 1 of the elective units must be selected from the Management units listed in the qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core:
BSBCM041B  MAINTAIN WORKPLACE SAFETY 40
BSBFM003C  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
BSBFM012B  CONTRIBUTE TO TEAM EFFECTIVENESS 40
BSWOR030A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 30

Elective:
BSBCUS030A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS 35

CERTIFICATE IV IN BUSINESS

Course Code: BSB40101

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Receptionist, Administrative Assistant, Secretary.

Course Objectives: (For continuing students only)

The course provides students with the knowledge and skills required to manage administrative work across all industries.

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

Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).

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

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

Selection Criteria: Direct Entry Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups. All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration: To be advised.

Course Structure: Traineeship over 315-520 nominal hours.

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

Core Units of Study
BSBFM040A  LEAD WORK TEAMS 50
BSBCM040A  DEVELOP WORK PRIORITIES 30

SCHOOL OF ENTERPRISE
Successful completion of VCE/VCAL or equivalent
To qualify for admission to the course, an applicant must
the rules of a specialist qualification at this level, then the specialist qualification and
Business service training package. Where the packaging of this qualification meets
from Certificate III or Diploma qualification. 5 Units selected from another training
be selected from the remaining units listed from the BSB07 Training package or
list provided in training package (aligned at AQF4). The other 4 elective units may
core unit plus 9 electives. At least 5 electives must be selected from the elective
and three units from the Business Services Training Package or any other endorsed
training package, of which a minimum of two units must be from a qualification at
AQF level IV; 1 unit may be included from lower or higher levels in this qualification.
Units from other Training Packages must not duplicate units selected from the
Business Services Training Package. All units selected must contribute to and
combine to form a work outcome.

CERTIFICATE IV IN BUSINESS
Course Code: BSB40407
Campus: Footscray Nicholson, Industry,
Scope of Delivery: Part Time
Career Opportunities: Administration, Project Officer.
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 reflects the role of individuals who use well-developed skills and
a broad knowledge base in a wide variety of contexts. They apply solutions to a
defined range of unpredictable problems, and analyse and evaluate information from
a variety of sources. They may provide leadership and guidance to others with some
limited responsibility for the output of others.
Entry Requirements: Successful completion of VCE/VCAL or equivalent
Selection Criteria: Interview, Portfolio, Written Application
Course Duration: 1 year
Course Structure: Students must successfully complete a minimum of 10 units - 1
core unit plus 9 electives. At least 5 electives must be selected from the elective
list provided in training package (aligned at AQF4). The other 4 elective units may
be selected from the remaining units listed from the BSB07 Training package or
any other endorsed national training package. If not listed, 1 unit may be selected
from Certificate III or Diploma qualification. 5 Units selected from another training
package must not duplicate units selected from or available within the BSB07-
Business service training package. Where the packaging of this qualification meets
the rules of a specialist qualification at this level, then the specialist qualification and
not the general qualification is awarded.
Core:
BSB0HS407A  MONITOR A SAFE WORKPLACE 50
Electives:
BSBINN301A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT 40
BSBRSK401A  IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES 50
BSBMGT402A  IMPLEMENT OPERATIONAL PLAN 40
BSBHRM402A  RECRUIT, SELECT AND INDUCT STAFF 50
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBFIN402A  REPORT ON FINANCIAL ACTIVITY 30
BSBLED401A  DEVELOP TEAMS AND INDIVIDUALS 40
BSBWRK401A  ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS 50
BSBREL401A  ESTABLISH NETWORKS 35

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT
Course Code: BSB40407
Campus: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans.
Scope of Delivery: Part Time
Career Opportunities: Small Business Manager.
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.
Entry Requirements: To qualify for admission to the course, an applicant must
have successfully completed a course of study at year 12 or equivalent*. Year
12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance
Rank (ENTER) and two-stage process with a middle-band of approximately 20%.
Non-current year 12 applicants: ENTER and/or academic record*. Middle-band:
consideration is given to performance in the full range of VCE studies undertaken.*
Applicants who have not completed Year 12 but who possess appropriate educational
qualifications, work or life experiences which would enable them to successfully
undertake the course, will be considered for admission. In addition to satisfying the
entry requirements for Australian resident students or demonstrating equivalence,
overseas students must provide evidence of proficiency in the English language:
International English Language Testing System - Overall score of 6 and no individual
band score less than 6.0.
Selection Criteria: Interview, Written Application
Course Duration: 1 year
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:
BSBSMB401A  ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS  60
BSBSMB402A  PLAN SMALL BUSINESS FINANCES  50
BSBSMB403A  MARKET THE SMALL BUSINESS  50
BSBSMB404A  UNDERTAKE SMALL BUSINESS PLANNING  50

Electives:
BSOHS407A  MONITOR A SAFE WORKPLACE  50
BSBREL402A  BUILD CLIENT RELATIONSHIPS AND BUSINESS  50
BSBSMB301A  INVESTIGATE MICRO BUSINESS OPPORTUNITIES  30
BSBSMB405A  MONITOR AND MANAGE SMALL BUSINESS OPERATIONS  45
BSBSMB406A  MANAGE SMALL BUSINESS FINANCES  60
BSBSMB407A  MANAGE A SMALL TEAM  40
BSBFIA402A  REPORT ON FINANCIAL ACTIVITY  30
BSBFIA402B  ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS  50
BSBADM409A  COORDINATE BUSINESS RESOURCES  60
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION  40
BSBFRA301B  WORK WITHIN A FRANCHISE  30
BSBFRA401B  MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS  60

CERTIFICATE IV IN BUSINESS ADMINISTRATION (I)

Course Code: BSB40507

Campus: Footscray Nicholson, City King St, St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent, Other, IELTS level

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

Course Duration: 0.5 years

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

All units listed below can be delivered in either campus or industry mode depending on demand.

The course requires the completion of 10 units: 5 Administration units plus 5 electives.

Administration Units of Study
BSBADM405B  ORGANISE MEETINGS  20
BSBADM406B  ORGANISE BUSINESS TRAVEL  20

BSBITU401A  DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS  100
BSBNM401A  IMPLEMENT WORKPLACE INFORMATION SYSTEM  40
BSBITU404A  PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS  50

Elective Units of Study
BSBADM407B  ADMINISTER PROJECTS  40
BSBMKG414A  UNDERTAKE MARKETING ACTIVITIES  40
BSBRES401A  ANALYSE AND PRESENT RESEARCH INFORMATION  50
BSBFRIA402A  MANAGE TEAM EFFECTIVENESS  30
BSBMKG413A  PROMOTE PRODUCTS AND SERVICES  40

Possible elective units for RPL:
BSBITS401A  MAINTAIN BUSINESS TECHNOLOGY  40
BSBMKG413A  PROMOTE PRODUCTS AND SERVICES  40
BSREL401A  ESTABLISH NETWORKS  35
BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40
BSBFIA401A  PREPARE FINANCIAL REPORTS  50
BSBWM401A  WRITE COMPLEX DOCUMENTS  50
BSBCUS401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES  40
BSBADM409A  COORDINATE BUSINESS RESOURCES  30
BSOHS407A  MONITOR A SAFE WORKPLACE  50
BSBRSK401A  IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES  50
BSBFIA402A  REPORT ON FINANCIAL ACTIVITY  30
BSBNM401A  PROMOTE INNOVATION IN A TEAM ENVIRONMENT  40
BSBCUS402A  ADDRESS CUSTOMER NEEDS  50
TADEL403A  FACILITATE INDIVIDUAL LEARNING  15
CERTIFICATE IV IN FRONTLINE MANAGEMENT
Course Code: BSB40807
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Coordinator, Leading Hand, Supervisor, Team Leader.
Course Objectives: This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualification and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions.
Entry Requirements: Other
Selection Criteria: Interview, Written Application, Employer Choice
Course Duration: 1 year
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
- BSBHIS407A 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
- BSBNGT403A 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 30
- BSREL401A ESTABLISH NETWORKS 35

CERTIFICATE IV IN LEGAL SERVICES
Course Code: BSB41207
Campus: Footscray Nicholson, Industry, St Albans.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Legal Assistant/Assistant Paralegal, Legal Secretary, Legal Support Officer, Legal Support for Recruitment Consultant.
Course Objectives: 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.
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.
Entry Requirements: Successful completion of VCE/VCAL or equivalent
Selection Criteria: Direct Entry, Interview, Written Application, VTAC, Employer Choice
Course Duration: 0.5 years
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. 1 unit may be selected from either a Certificate III or Diploma qualification.
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
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
DIPLOMA OF BUSINESS ADMINISTRATION
Course Code: BSB50201

Campus: Footscray Nicholson, Industry, St Albans, Flexible Education.

Scope of Delivery: Part Time, Full Time

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

Course Objectives: (For continuing students only)
This course provides students with administrative skills and technical ability for work in a broad range of business organisations.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level

Selection Criteria: Direct Entry, Interview, VTAC Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

Course Duration: To be advised.

Course Structure: The Diploma of Business Administration is offered on a full-time basis over 18 months or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period. Stage 1 Certificate III in Business 15-20 weeks. Stage 2 Certificate IV in Business Administration 15-20 weeks. Stage 3 Diploma of Business Administration 15-20 weeks. 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.

Core Units of Study
The Stage 3 Diploma course requires the completion of 8 units as follows -

(a) A minimum of 5 units from the Specialist Administration Domain listed below:

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

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

- BSBFLM504A FACILITATE WORK TEAMS 60
- BSBEBUS502A EVALUATE E-BUSINESS MODELS 60
- BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES 60
DIPLOMA OF BUSINESS
Course Code: BSB50207
Scope of Delivery: Part Time
Career Opportunities: Executive Officer, Program Consultant, Program Coordinator
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.
This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Interview, Portfolio, Employer Choice
Course Duration: 9 months
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:

- BSBRSK501A  MANAGE RISK  60
- BSBWOR501A  MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT  60
- BSBFIM501A  MANAGE BUDGETS & FINANCIAL PLANS  70
- BSBMG502A  MANAGE PEOPLE PERFORMANCE  70
- BSBMT601B  PROVIDE LEADERSHIP ACROSS THE ORGANISATION  60
- BSBOHS509A  ENSURE A SAFE WORKPLACE  60
- BSBPMG510A  MANAGE PROJECTS  60
- BSBHRM604A  MANAGE EMPLOYEE RELATIONS  60
- BSBLED501A  DEVELOP A WORKPLACE LEARNING ENVIRONMENT  60
- BSBPMM501A  MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES  60
- BSBWOR502A  ENSURE TEAM EFFECTIVENESS  60
- BSBHRM506A  MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES  60
- BSBMM401A  MAKE A PRESENTATION  30
- BSBITU402A  DEVELOP AND USE COMPLEX SPREADSHEETS  50
- BSBCUS503A  IMPLEMENT CONTINUOUS IMPROVEMENT  40
- BSBCCUS401A  COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES  40
- BSBADM405B  ORGANISE MEETINGS  20
- TALED402B  FACILITATE GROUP BASED LEARNING  20
- TALED403B  FACILITATE INDIVIDUAL LEARNING  15
- BSBADM502B  MANAGE MEETINGS  30
- BSBADM503B  PLAN AND MANAGE CONFERENCES  30
- BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
- BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80

DIPLOMA OF BUSINESS ADMINISTRATION (I)
Course Code: BSB50407
Campus: Footscray Nicholson, Industry, City King St, St Albans, Flexible Education.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.
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.
This qualification provides a sound theoretical knowledge base and use a range of specialised, technical or managerial skills to plan, carry out and evaluate their own work and/or the work of a team.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Written Application, VTAC, Employer Choice
Successful completion of Certificate IV in Business Administration or you must be assessed by the School as being capable of successfully completing the course.
Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.
Course Duration: 0.5 years
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:
Core Units of Study: (a) A minimum of 5 Administration units:
- BSBITB501A  ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK  50
- BSBFM502A  MANAGE PAYROLL  30
- BSBADM502B  MANAGE MEETINGS  30
- BSBADM503B  PLAN AND MANAGE CONFERENCES  30
- BSBADM504B  PLAN OR REVIEW ADMINISTRATION SYSTEMS  50
- BSBADM506B  MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT  80
- BSBPMG510A  MANAGE PROJECTS  60

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To qualify for admission to the course, an applicant must

Students must successfully complete a minimum of 8 units – 5 core plus 3 electives.

### DIPLOMA OF LEGAL SERVICES

**Course Code:** BSB51007

**Campus:** Footscray Nicholson.

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

**Career Opportunities:**

**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.

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

**Selection Criteria:** Direct Entry, Interview, Written Application, Written Test

**Course Duration:** To be advised.

**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

- BSBLEG412A INTERPRET AND APPLY LEGISLATION 120
- BSBLEG501A RUN A FILE 80
- BSBLEG503A OBTAIN INFORMATION FROM A CLIENT 60
- BSBLEG504A DRAFT LEGALLY BINDING DOCUMENTS 80
- BSBRESS501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS 80

### Elective Units

**African Community**

- BSBLEG505A ASSIST WITH THE DISCOVERY PROCESS 50
- BSBLEG507A ATTEND PRE-TRIAL NEGOTIATIONS 90
- BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS 50
- BSBLEG308A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE 10
- BSBLEG410A INTERACT WITH OTHER PARTIES 30
- BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY 50
- BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS 80
- BSBATSL508B BE A COMMUNITY LEADER 60
- CHCCD88 SUPPORT COMMUNITY ACTION 90
- CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION 90
- CHCCD78 SUPPORT COMMUNITY RESOURCES 30

### Elective Units

**VCE Students**

- BSBLEG505A ASSIST WITH THE DISCOVERY PROCESS 50
- BSBLEG507A ATTEND PRE-TRIAL NEGOTIATIONS 90
- BSBLEG406A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS 60
- BSBLEG407A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS 60

### CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)

**Course Code:** CPP40307

**Campus:** Werribee, Footscray Nicholson, Industry, Sunbury.

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

**Career Opportunities:** Agents’ representative and/or licenced estate agent.

**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.

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

Selection Criteria: Direct Entry, Interview

Course Duration: 2 years

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 licencing requirements.

Complete all units:

DIPLOMA OF FINANCIAL SERVICES (CONVEYANCING)
Course Code: FNS50604

Campus: Footscray Nicholson.

Scope of Delivery: Part Time

Career Opportunities: Conveyancers

Course Objectives: This course provides the knowledge required of those employed as conveyancers or seeking employment in this field. This is a full fee paying course. The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.

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

Selection Criteria: Direct Entry, Interview Entry Requirements. Applicants must be able to demonstrate to the satisfaction of the School that they are capable of successfully completing the course having regard to previous industry and educational experience. A direct entry application form must be completed and forwarded to the School. Applicants may be required to attend an interview.

Course Duration: To be advised.

Course Structure: The course is delivered part-time over three years. This is a full fee course. Part-time and online delivery.

Core Units of Study
FNSIGEN301B COMMUNICATE IN THE WORKPLACE 30
FNSIGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
FNSIGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
FNSINCIND041B 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
FNSINCIND051B MANAGE OWN PROFESSIONAL DEVELOPMENT 40
FNSINCIND051B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERREES 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 (FNS504) at the Certificate IV, Diploma and Advanced Diploma level: Of the 2
To qualify for admission to the course, an applicant must

- The choice of electives from other Training Packages or at lower or higher levels should be appropriate to the level and integrity of the qualification and to the workplace outcomes it is designed to meet.

- The units listed below are suggested as electives

- See Levels Chart for full list of units available in the Financial Services Training Package FNS04

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
<th>AQF Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSICORG505B</td>
<td>MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS</td>
<td>60</td>
</tr>
<tr>
<td>FNSICORG511B</td>
<td>MANAGE THE STAFF TRAINING FUNCTION</td>
<td>50</td>
</tr>
<tr>
<td>FNSICORG602B</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
<td>40</td>
</tr>
<tr>
<td>FNSICORG604B</td>
<td>PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM</td>
<td>30</td>
</tr>
<tr>
<td>FNSICORG606B</td>
<td>MANAGE FLOW OF INFORMATION</td>
<td>60</td>
</tr>
</tbody>
</table>

**CERTIFICATE III IN LOCAL GOVERNMENT**

**Course Code:** LGA30104

**Campus:** Industry, Offered to industry only.

**Scope of Delivery:** Part Time

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

**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.

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

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

**Selection Criteria:** Direct Entry

**Course Duration:** To be advised.

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGA105B</td>
<td>ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES</td>
</tr>
<tr>
<td>LGA106B</td>
<td>FOLLOW DEFINED OHS POLICIES AND PROCEDURE</td>
</tr>
<tr>
<td>LGA107B</td>
<td>PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS</td>
</tr>
</tbody>
</table>

**CERTIFICATE IV IN LOCAL GOVERNMENT**

**Course Code:** LGA40104

**Campus:** Footscray Nicholson, Industry.

**Scope of Delivery:** Part Time

**Career Opportunities:** 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 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.

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

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

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

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

**Course Duration:** 2 years

**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

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

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

** Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>LGA104B</td>
<td>WORK EFFECTIVELY IN LOCAL GOVERNMENT</td>
</tr>
<tr>
<td>LGA105B</td>
<td>WORK WITH OTHERS IN LOCAL GOVERNMENT</td>
</tr>
<tr>
<td>LGA106B</td>
<td>PARTICIPATE IN POLICY DEVELOPMENT</td>
</tr>
<tr>
<td>LGA107A</td>
<td>APPLY CONFLICT RESOLUTION STRATEGIES</td>
</tr>
<tr>
<td>LGA108A</td>
<td>PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS</td>
</tr>
<tr>
<td>LGA109A</td>
<td>MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS</td>
</tr>
<tr>
<td>LGA110A</td>
<td>MANAGE THE STAFF TRAINING FUNCTION</td>
</tr>
<tr>
<td>LGA111A</td>
<td>RECRUIT, SELECT AND INDUCT STAFF</td>
</tr>
<tr>
<td>LGA112A</td>
<td>PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM</td>
</tr>
<tr>
<td>LGA113A</td>
<td>MANAGE FLOW OF INFORMATION</td>
</tr>
</tbody>
</table>

**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

**Certification IV in Local Government**

**Course Code:** LGA40104

**Campus:** Footscray Nicholson, Industry.

**Scope of Delivery:** Part Time

**Career Opportunities:** Participants who complete this qualification will 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 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.

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

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

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

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

**Course Duration:** 2 years

**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

**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  40
- 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
- LGACOM407B  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
- LGAGOVA410B  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
- BSBWOR404A  DEVELOP WORK PRIORITIES  40
- BSBCUS402A  ADDRESS CUSTOMER NEEDS  50

Units for RPL. These units may also be electives for the on campus program.

CERTIFICATE III IN GOVERNMENT

Course Code: PSP30104

Campus: Industry, Delivered to industry only.

Scope of Delivery: Part Time

Career Opportunities: To be advised.

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.

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

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

Selection Criteria: To be advised.

Course Duration: To be advised.

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
- PSPOHS301A  CONTRIBUTE TO WORKPLACE SAFETY  30
- PSPGOV313A  COMPOSE WORKPLACE DOCUMENTS  30
- PSPGOV314A  CONTRIBUTE TO CONFLICT MANAGEMENT  30

Elective Units

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

- PSPGOV303B  BUILD AND MAINTAIN INTERNAL NETWORKS  20
- 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
CERTIFICATE IV IN GOVERNMENT

Course Code: PSP40104

Campus: Industry, Delivered to industry only.

Scope of Delivery: Part Time, Full Time

Career Opportunities:

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.

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

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

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: 2 Years Part time. Full-time and Part Time.

Core Units

Elective Units A

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.
CERTIFICATE IV IN GOVERNMENT (COURT SERVICES)
Course Code: PSP40404

Campus: Industry. Delivered to industry only.

Scope of Delivery: Part Time

Career Opportunities: -

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

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

Course Duration: To be advised.

Course Structure: 2 years part-time. Part time.
School of Enterprise

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

Selection Criteria: Direct Entry, Written Application, Employer Choice

Course Duration: 2 years

Course Structure: Learners are required to complete 11 units: 6 core units and 5 electives.

Core Units:

- PSPOH501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40
- PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES 30
- PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 60
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
- PSPLEGNS501B 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
- PSPGOV509A CONDUCT EVALUATIONS 50
- PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT 50
- PSPGOV511A PROVIDE LEADERSHIP 50
- PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS 40
- PSPGOV517A COORDINATE CHANGE 50
- PSPGOV518A BENCHMARK PERFORMANCE 70
- PSPGOV519A MANAGE PERFORMANCE 50
- PSPGOV521A COLLECT STATISTICAL DATA 40
- PSPMP504A CARRY OUT COMPLEX PROJECT ACTIVITIES 50
- PSPPAM501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 40
- PSPGOV502B DEVELOP CLIENT SERVICES 40

DIPLOMA OF GOVERNMENT (COURT SERVICES)

Course Code: PSP50304

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Court Officers, Sheriffs Officers, Bailiffs or Marshals.

Course Objectives: This course is offered to industry only. This specialist qualification covers the competencies required by Court Officers, Sheriffs 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

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.

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

Selection Criteria: Interview, Written Application, Written Test

Course Duration: 2 years

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
- PSPCRT601A MANAGE COURT PRACTICE AND PROCESS 50
- PSPGOV505A PROMOTE DIVERSITY 50
- PSPGOV506A PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
- PSPGOV501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40

Complete 5 elective units:

- PSPPAM501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 40
- CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES 50
- PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS 50
- PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES 30
- PSPGOV519A MANAGE PERFORMANCE 50

- PSPPAM501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES 40

Overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. Students must demonstrate that they have reasonable prospect of successfully completing the course.
DIPLOMA OF GOVERNMENT (PROJECT MANAGEMENT)

Course Code: PSP51304

Campus: Industry, Off-shore, Samoa

Scope of Delivery: Part Time, Full Time

Career Objectives: Project managers and project co-ordinators.

Course Objectives: 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.

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.

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

Selection Criteria: Direct Entry, Employer Choice

Course Duration: 0.5 years

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 COORDINATE RESEARCH AND ANALYSIS 60
PSPGOV505A PROMOTE DIVERSITY 50
PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES 50
PSPGOV517A COORDINATE RISK MANAGEMENT 50
PSPLEGNS501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR 25
PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY 40
PSPPM501B DESIGN COMPLEX PROJECTS 80
PSPPM502B MANAGE COMPLEX PROJECTS 80
PSPPM503B CLOSE COMPLEX PROJECTS 80

Elective Units:

TAAD1402B FACILITATE GROUP BASED LEARNING 20

CERTIFICATE II IN RETAIL

Course Code: SIR20207

Campus: Footscray Nicholson, Industry, City King St, Melton.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Sales Assistant, Customer Service Representative, Crew Member, Checkout Operator.

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.

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

Selection Criteria: Direct Entry, Employer Choice

Course Duration: 3 months

Course Structure: Students must successfully complete 9 core units plus 3 units from the Retail Training Package in either Elective Units Groups A – General Selling or Elective Units Group B – 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
SIRXRS001A MINIMISE THEFT 20

Elective Units

SIRXLS001A SELL PRODUCTS AND SERVICES 20
SIRXLS002A ADVISE ON PRODUCTS AND SERVICES 30
SIRXMR001A MERCHANDISE PRODUCTS 30
SIRXFND001A BALANCE POINT-OF-SALE TERMINAL 20
SIRRPP001A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35
SITXOH5001A FOLLOW WORKPLACE HYGIENE PROCEDURES 15
SIRXSA001A APPLY RETAIL FOOD SAFETY PRACTICES 40
SIRXMR005A CREATE A DISPLAY 35

CERTIFICATE III IN RETAIL

Course Code: SIR30207
Campus: Footscray Nicholson, Industry, City King St.

Scope of Delivery: Part Time

Career Opportunities: Sales Assistant, Customer Service Representative, Crew Leader, Shift Manager, Team Leader, Department Manager, Assistant Store Manager, Checkout Supervisor, Merchandise Coordinator.

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.

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.

Entry Requirements: Other

Selection Criteria: Direct Entry, Interview, User Choice (Apprenticeships), Written Application

Course Duration: 1 year

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:
- SIRXOHS002A MAINTAIN STORE SAFETY 35
- SIRXLK002A MAINTAIN STORE SECURITY 20
- SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS 35

Elective units:
- SIRXRMT100A COORDINATE WORK TEAMS 35
- SIRXRMT002A MAINTAIN EMPLOYEE RELATIONS 35
- SIRXRMR005A CREATE A DISPLAY 35
- SIRXRMP001A PROFILE A RETAIL MARKET 35
- SIRXXLS003A COORDINATE SALES PERFORMANCE 35
- SIRXXLS004A BUILD RELATIONSHIPS WITH CUSTOMERS 35
- SIRRRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES 35
- SIRRPSA002A MONITOR FOOD SAFETY PROGRAM 35
- SIRXINVO02A MAINTAIN AND ORDER STOCK 35
- SIRXQA001A DEVELOP INNOVATIVE IDEAS AT WORK 35
- SIRXFIN003A PRODUCE FINANCIAL REPORTS 35
- SITHFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES 15

CERTIFICATE IV IN RETAIL MANAGEMENT
Course Code: SIR40207

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Store Manager, Department Manager, Merchandise Manager, Sales Manager, Customer Service Manager, Shift Manager.

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.

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.

Entry Requirements: Other Direct Application.

Selection Criteria: Interview, User Choice (Apprenticeships), Written Application

Course Duration: 1 year

Course Structure: Students must successfully complete 3 core units and 7 elective units.

A minimum of 4 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:
- SIRXMR004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
- SIRXMG003A LEAD AND MANAGE PEOPLE 35
- SIRXHS003A PROVIDE A SAFE WORKING ENVIRONMENT 35

Electives:
- SIRXLM002A MANAGE STORE FACILITIES 25
- SIRXRM002A RECRUIT AND SELECT PERSONNEL 35
- SIRXRMD003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY 35
- SIRXQA003A CREATE AN INNOVATIVE WORK ENVIRONMENT 35
- SIRXRDD004A SET UP SYSTEMS THAT SUPPORT INNOVATION 35
- SIRXRRS004A CONTROL STORE SECURITY 35
- SIRXXLS005A MANAGE SALES AND SERVICE DELIVERY 35

DIPLOMA OF RETAIL MANAGEMENT
Course Code: SIR50107

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Store Manager, Merchandise Manager, Buyer, Sales Manager

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 or being responsible for the management of a retail store or wholesale outlet.

Entry Requirements: Other Direct Application
Selection Criteria: Interview, Written Application, Employer Choice

Course Duration: 1 year

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 elective units 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
SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT 45
SIRXCOM001A COMMUNICATE IN THE WORKPLACE 40
Plus one of the following
SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS 35
SIRXSLS004A BUILD RELATIONSHIPS WITH CUSTOMERS 35

Core Units of Study
SIRXFIN005A MANAGE OPERATIONS TO BUDGET 60
SIRXMGT005A SET STRATEGIC PLANS 80

Elective Units of Study
SIRXCLM002A MANAGE STORE FACILITIES 25
SIRXFIN004A MANAGE FINANCIAL RESOURCES 35
SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY 35
SIRXMGT004A ANALYSE AND COMMUNICATE INFORMATION 80
SIRXMGT006A INITIATE AND IMPLEMENT CHANGE 150
SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION 35
SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY 35

SUBJECTS
Below are subject details for courses offered by the School of Enterprise in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

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

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
Unit Hours: 80
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSB41207 PROVIDE SUPPORT IN PROPERTY LAW MATTERS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents that support a qualified legal practitioner working in the area of property law.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES
Locations: Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.
Unit Hours: 15
Required Reading: No required text.
Assessment: Oral and written questioning, practical demonstration, test.
BSBADM301A  PRODUCE TEXTS FROM SHORTHAND NOTES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
Unit Hours: 100
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303A  PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM304A  DESIGN AND DEVELOP TEXT DOCUMENTS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Unit Hours: 120
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM305A  CREATE AND USE DATABASES
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
Unit Hours: 20
Required Reading: No required reading.
Assessment: This unit may be assessed by tests, assignments, projects, classwork, Portfolio.

BSBADM307B  ORGANISE SCHEDULES
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
Unit Hours: 15
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBADM401A  PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Unit Hours: 100
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM401B  PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to take accurate shorthand notes at 80 words per minute from a variety of sources, including dictation and multiple speakers, and to produce complex texts from shorthand notes.
Unit Hours: 100
Required Reading: No required text.
Assessment: To be advised.

BSBADM402A  PRODUCE COMPLEX BUSINESS DOCUMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.
Unit Hours: 100
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM404A  DEVELOP AND USE COMPLEX SPREADSHEETS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.
BSBADM405B ORGANISE MEETINGS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
Unit Hours: 20
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM406A ORGANISE BUSINESS TRAVEL

Locations: Industry
Prerequisite(s): To be advised.
Content: Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.
Unit Hours: 20
Required Reading: No required text
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM406B ORGANISE BUSINESS TRAVEL

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
Unit Hours: 20
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM407B ADMINISTER PROJECTS

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
Unit Hours: 40
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM408A PREPARE FINANCIAL REPORTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.
Unit Hours: 40
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM409A COORDINATE BUSINESS RESOURCES

Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM502B MANAGE MEETINGS

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
Unit Hours: 30
Required Reading: There are no required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBS50407 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, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan or review administration systems; Implement new or modified administration system; Monitor administration system.

Unit Hours: 50

Required Reading: To be advised.

Assessment: This unit may be assessed by presentations, tests, assignments, classwork.

BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: No required reading.

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

BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

Unit 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.

BSBATSIL508B BE A COMMUNITY LEADER

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the leadership role by members of the Board

Unit Hours: 60

Required Reading: -

Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBATSIM513B OVERSEE RECRUITMENT AND INDUCTION OF STAFF

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit covers overseeing the recruitment and induction of new staff and the ongoing 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.

Unit Hours: 30

Required Reading: No required text.

Assessment: To be advised.

BSBAUD402A PARTICIPATE IN A QUALITY AUDIT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.

Unit Hours: 40

Required Reading: To be advised.

Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments

BSBCMM101A APPLY BASIC COMMUNICATION SKILLS

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
Unit Hours: 40
Assessment: Oral and written questioning, practical demonstration, test.

BSBCMM201A COMMUNICATE IN THE WORKPLACE
Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to communicate in the workplace. It includes gathering, conveying and receiving information together with completing routine written correspondence.
Unit Hours: 40
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, projects, case studies, presentations, demonstration and observation.

BSBCMM301A PROCESS CUSTOMER COMPLAINTS
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.
Unit Hours: 30
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCMM401A MAKE A PRESENTATION
Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.
Content: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Unit Hours: 30
Required Reading: No required reading for Traineeship program.
For Diploma of Specialist Make-up Services courses: Make a presentation. School of Personal Services. (2009). Melbourne: Vic Uni
CUFS0407 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.

BSBCMN205A USE BUSINESS TECHNOLOGY
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Select and use technology; Process and organise data; Maintain technology.
Unit Hours: 30
Assessment: Tests, assignments, presentations

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.
Unit Hours: 20
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Locations: Werribee, Industry
Prerequisite(s): To be advised.
Content: Select and prepare resources; Design document; Produce document.
Unit Hours: 80
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCMN308A MAINTAIN FINANCIAL RECORDS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain daily financial records; Maintain the general ledger; Process cash.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify customers’ needs; Deliver a service to customers; Monitor and report on service delivery.
Unit Hours: 35
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, projects, classwork
BSBCM311A MAINTAIN WORKPLACE SAFETY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Unit Hours: 40

Required Reading: To be advised.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBCM311B MAINTAIN WORKPLACE SAFETY

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC:7025 (1998) 2nd edition).

Unit Hours: 40

Required Reading: No required reading.

Assessment: Students are required to complete a Safety MAP 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.

BSBCM317A MEET CUSTOMER NEEDS AND EXPECTIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify customer needs and expectations; Provide the identified customer needs and expectations; Develop knowledge for a specific range of products and services.

Unit Hours: 35

Required Reading: -

Assessment: This unit may be assessed by tests, assignments, projects, classroom.

BSBCM408A REPORT ON FINANCIAL ACTIVITY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.

Unit Hours: 30

Required Reading: To be advised.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBCM409A PROMOTE PRODUCTS AND SERVICES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.

Unit Hours: 20

Required Reading: To be advised.

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBCM410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.

Unit Hours: 40

Required Reading: -

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBCM411A MONITOR A SAFE WORKPLACE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.

Unit Hours: 50

Required Reading: -

Assessment: This unit may be assessed by presentations, tests, assignments, projects, classroom.

BSBCM420A WRITE COMPLEX DOCUMENTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the outcomes required to plan documents, draft text, prepare final text and produce documents of some complexity.

Unit Hours: 50

Required Reading: To be advised.

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.
BSBCUS201A DELIVER A SERVICE TO CUSTOMERS

Locations: Footscray Nicholson, Industry, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.

Unit Hours: 40


Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.

Unit Hours: 35


Assessment: Oral and written questioning, Practical demonstration, Research assignment, Test.

Cert III in International Trade / Cert III in Micro Business Operations:

Students are required to do assignments, tests, projects, case studies, classwork.

BSBCUS402A ADDRESS CUSTOMER NEEDS

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 50

Required Reading: No required text.

Assessment: To be advised.

BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

BSB50407 Dip of Bus Admin:

RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, tests, projects, case studies.

BSBEBU401A REVIEW AND MAINTAIN A WEBSITE

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.

Unit Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSB50407 Dip of Bus Admin:

RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEBUS502A IMPLEMENT EBUSINESS SOLUTIONS

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to implement e business solutions, including establishing the initial requirements and developing systems for implementation, and to support ongoing monitoring and review. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 50

Required Reading: No required text.

Assessment: BSB50407 Dip of Bus Admin:
Campus Based: Graded. Students are required to do assignments, classwork, tests, projects, case studies, observations and demonstration.

RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEBS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.
Unit Hours: 20
Required Reading: -
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBEBS403A COMMUNICATE ELECTRONICALLY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicate online; Collaborate online; Implement electronic conferencing procedures.
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBEEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation’s client base (that is organisations or enterprises seeking to employ individuals).
Unit Hours: 50
Required Reading: There are no required texts for this unit.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFIA302A PROCESS PAYROLL

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.
Unit Hours: 30
Assessment: Students are required to do assignments, classwork, tests and demonstration.

BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA401A PREPARE FINANCIAL REPORTS

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
Required Reading: No required reading.
Assessment: Diploma of Accounting: Graded assessment.

BSBFIA402A REPORT ON FINANCIAL ACTIVITY

Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports
Unit 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.
BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS

Locations: Footscray Nicholson, Industry, City King St, On-line

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

Unit Hours: 70

Required Reading: No required reading.

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.

BSBFIM502A MANAGE PAYROLL

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

Unit Hours: 30

Required Reading: No required text.


BSBFIM508D Dip of Bus Admin:
Campus Based: Graded
RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBFIM503A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Unit Hours: 40

Required Reading: No required reading.

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

BSBFIM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.

Unit Hours: 40

Required Reading: No required reading.

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

BSBFIM303C CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 40

Required Reading: No required reading.

Assessment: Students will be required to answer a series of questions that relate to workplace relationships. Students will also be observed during class as to whether they are participating in class discussions. Students are also required to consider workplace relationships when working on their work-based projects.

BSBFIM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: This unit has no required reading.

Assessment: Students will be required to identify a continuous improvement that has been introduced in their work area and write a report detailing this improvement, focusing on improvements, and obstacles faced. Students will also be required to participate in class activities and discussion.

BSBFIM311C SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.
BSBFLM312B CONTRIBUTE TO TEAM EFFECTIVENESS

Locations: Industry
Prerequisite(s): To be advised.
Content: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Unit 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.

BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBFLM405B IMPLEMENT OPERATIONAL PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Unit Hours: 50
Required Reading: To be advised.
Assessment: As per accredited curriculum

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM409B IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM412A PROMOTE TEAM EFFECTIVENESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.
Unit Hours: 60
Required Reading: -
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: Provide leadership in the workplace.
Unit Hours: 60
Required Reading: -
Assessment: To be advised.

BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
FACULTY OF WORKFORCE DEVELOPMENT

Unit 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

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: Facilitate work teams.
Unit Hours: 60
Required Reading: -
Assessment: To be advised.

BSBFLM505B MANAGE OPERATIONAL PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation’s effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Unit Hours: 60
Required Reading: To be advised.

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, workbased assessments, presentations, projects.

BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.
Unit Hours: 60
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM512A ENSURE TEAM EFFECTIVENESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required by frontline managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.
Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.
**BSBFLM513A MANAGE BUDGETS AND FINANCIAL PLANS WITHIN THE WORK TEAM**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required for financial management within a work team in an organisation. This includes planning and implementing financial management, 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.

Unit Hours: 70
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects, classwork, presentation.

**BSBFLM514A MANAGE PEOPLE**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to manage and lead team members within an organisation. This includes determining work allocations; implementing performance management processes; addressing issues related to own personal leadership style and performance within the work team; demonstrating leadership; building commitment within the team; and analysing, reviewing and evaluating the effectiveness of human resource management processes in line with the objectives of the work team and the organisation.

Unit Hours: 60
Required Reading: To be advised.
Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.

**BSBFRA301B WORK WITHIN A FRANCHISE**

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit 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: Werribee, Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit 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: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.

Unit 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.

**BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF**

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.

Unit Hours: 50
Required Reading: No required reading.
Assessment: Assignments, Case studies, Projects and Research.

**BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT**

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.

Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

Unit Hours: 30

Required Reading: -

Assessment: Students are required to do assignments, classroom, tests, demonstration and observation.

**BSBINM202A HANDLE MAIL**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.

Unit Hours: 15

Required Reading: -

Assessment: Students are required to do assignments, classroom activities and observation.

**BSBINM303A HANDLE RECEIPT AND DESPATCH OF INFORMATION**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post and AUSDOC specifications.

Unit Hours: 15

Required Reading: -

Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

**BSBINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM**

Locations: Footscray Nicholson, Industry, City King St, On-line

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.

Unit Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments, classroom, 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.

**BSBINN201A CONTRIBUTE TO WORKPLACE INNOVATION**

Locations: Footscray Nicholson, City King St, St Albans, VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Unit Hours: 35


Assessment: VETiS: Graded Tests, assignments.

**BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT**

Locations: Footscray Nicholson, Industry, City King St, VETiS

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.

Unit Hours: 40


Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VETiS: Graded - tests and assignments.

**BSBITB501A ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK**

Locations: Footscray Nicholson, Industry, City King St, St Albans

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: No required text.

Assessment: RPL: Competency Based.

Assessment may be assignments, tests and projects.

**BSBITS401A MAINTAIN BUSINESS TECHNOLOGY**

Locations: Footscray Nicholson, Industry, On-line

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: No required text.

Assessment: Assessment may be observation, demonstration, assignments, questioning and discussion.
BSBITU101A OPERATE A PERSONAL COMPUTER

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions.
Unit Hours: 20
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU102A DEVELOP KEYBOARD SKILLS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop basic keyboard skills using touch typing techniques.
Unit Hours: 40
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.

BSBITU202A CREATE AND USE SPREADSHEETS

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.
Unit Hours: 30
Assessment: Students are required to do assignments, classwork, tests, demonstration, observation.

BSBITU304A PRODUCE SPREADSHEETS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.
Unit Hours: 35
Assessment: Students are required to do assignments, written tests, demonstration and activities.

BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS

Locations: Footscray Nicholson, Industry, Secondary Schools
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
Unit Hours: 80
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.
VETIS: Graded tests and assignments.

BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
Unit Hours: 50
Assessment: Students are required to do assignments, written test, demonstration and classroom activities.

BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.
Unit Hours: 50
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS

Locations: Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.
Unit Hours: 100
Required Reading: Produce Complex Business Documents Price,C 2003 Software Publications
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classroom, tests, projects, portfolio, presentation, observation and demonstration.

BSBLED701A LEAD PERSONAL AND STRATEGIC TRANSFORMATION

Locations: Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 80
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; 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.

BSBLED702A LEAD LEARNING STRATEGY IMPLEMENTATION

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit 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 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

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Unit 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

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Unit Hours: 25
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, preparing a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.
Unit Hours: 10
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBLEG303B APPLY LEGAL PRINCIPLES TO COMPLY WITH LEGISLATION

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to ensure compliance with legislation and legal requirements. This involves analysing and interpreting legislation, identifying legal risks and obligations, and implementing strategies to ensure compliance.
Unit Hours: 10
Required Reading: -
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBITU404A BROCHURE DESIGN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce professional-looking brochures. The unit also covers leading strategy formation; designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classroom, tests, projects, portfolio, presentation, observation and demonstration.

BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, classroom, tests, projects, portfolio, presentation, observation and demonstration.

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Unit 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

Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Unit Hours: 25
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to use ethical behaviour when dealing with sensitive and confidential information in a legal environment.
Unit 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

Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to understand and use legal terminology in order to undertake tasks.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Unit Hours: 40
Required Reading: -
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, Workplace
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 10
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Unit Hours: 80
Required Reading: -
Assessment: Students are required to do assignments, written test, demonstration, classroom activities.

BSBLEG403A MAINTAIN TRUST ACCOUNTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, written test, classroom activities.

BSBLEG404A PROVIDE SUPPORT IN PROPERTY LAW MATTERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents that support a qualified legal practitioner working in the area of property law.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documents for the arrangement of activities in relation to dissolution of marriage, property settlement, maintenance, contact and residence, counselling mediation and the appeals process in family law matters.
Unit 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
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare documentation and to assist with commercial law matters such as incorporation, charges and the sale of shelf companies.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG409A PROVIDE NON-LEGAL ADVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to provide advice in response to enquiries from various parties, which involves the exercise of judgement as to the nature of the enquiry and appropriate sources of information and/or referral. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Unit Hours: 50
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG410A INTERACT WITH OTHER PARTIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to organise information to facilitate action, to contact relevant parties on behalf of the instructing legal practitioner and to coordinate information exchange between parties. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Unit Hours: 30
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG412A INTERPRET AND APPLY LEGISLATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to research the various legal systems and jurisdictions in Australia, and to apply appropriate legislation to the workplace. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Unit Hours: 120
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG501A RUN A FILE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a qualified legal practitioner. This includes establishing a file for the legal matter at hand, developing and obtaining appropriate documents, negotiating with clients, costing the file and file closure procedures.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to collect and record information from a client under the instruction of a qualified legal practitioner.
Unit Hours: 60
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG504A DRAFT LEGALLY BINDING DOCUMENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to draft a variety of legally binding documents to meet particular legal matter requirements, under the instruction of a qualified legal practitioner.
Unit Hours: 80
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.
BSLEG505A ATTEND PRE-TRIAL NEGOTIATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to prepare for pre-trial negotiations with opposing parties. This includes organising meetings and assisting with the negotiation according to instructions from supervising legal practitioner.
Unit Hours: 90
Required Reading: -
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers providing advice to patients regarding fee structures, processing referrals, and preparing and processing medical accounts for a range of patients.
Unit Hours: 30
Required Reading: -
Assessment: Tests, assignments, classwork

BSMG401A SHOW LEADERSHIP IN THE WORKPLACE
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non-routine methods and procedures which require the exercise of some discretion and judgement.
Unit 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.

BSMG502A IMPLEMENT OPERATIONAL PLAN
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Unit 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 recruitment process. Students will also be expected to participate in classroom activities and discussions.

BSMG502B MANAGE PEOPLE PERFORMANCE
Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to manage the performance of 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.
Unit Hours: 70
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.
BSB50407 Dip of Bus Admin:
Campus Based: Graded
RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSMG515A MANAGE OPERATIONAL PLAN
Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.
BSMGT516A FACILITATE CONTINUOUS IMPROVEMENT
Locations: Footscray Nicholson, Industry, City King St, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 60
Required Reading: No required reading.
Assessment: Students will need to demonstrate to the assessor through class participation, oral questioning, oral presentation, practical demonstration, research assignment, written report.
Industry (FLM stream):
Students will need to demonstrate to the assessor through class participation, oral questioning and a written assignment that they can communicate organisational goals, influence groups and individuals, build and support teams and demonstrate personal and professional competence. Students will also be required to participate in class discussion and role plays. 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 participant’s workplace at the completion of the course.

BSMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION
Locations: Footscray Nicholson, Industry, City King St, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.
Unit 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.

BSMGT614A DEVELOP AND IMPLEMENT DIVERSITY POLICY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to research diversity, draft policy, plan for implementation, and implement diversity policy.
Unit Hours: 60
Required Reading: No required reading.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSMKG401B PROFILE THE MARKET
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.
Unit Hours: 50
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Locations: Werribee, Footscray Nicholson, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.
Unit Hours: 60
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSMKG413A PROMOTE PRODUCTS AND SERVICES
Locations: Footscray Nicholson, Newport, Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation’s products and services.
Unit Hours: 40
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBOHS407A MONITOR A SAFE WORKPLACE
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
Unit 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 Safety MAP 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: Students are required to do assignments, tests, projects, case studies.
BSBOHS509A ENSURE A SAFE WORKPLACE

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

Content: This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation’s occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

Unit Hours: 60
Required Reading: FLM (Industry)

Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

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

Content: 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.

Unit Hours: 60
Required Reading: -
Assessment: To be advised.

BSBPMG510A MANAGE PROJECTS

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

Content: This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

Unit Hours: 60
Required Reading: Industry (FLM stream):

Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

Industry (FLM stream):

Students will be required to complete class work, assignments as well as written and oral reports. 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 participant’s workplace at the completion of the course.

BSBPRO301A RECOMMEND PRODUCTS AND SERVICES

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

Content: This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.

Unit Hours: 20
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBPG503A MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES

Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50
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.

BSBREL401A ESTABLISH NETWORKS

Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

Unit Hours: 35
Required Reading: -
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, Newport, Industry, City King St, City Flinders, On-line

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

**Unit Hours:** 50

**Required Reading:** No required reading.

**Assessment:** This unit will/can be assessed via a workplace project, interviews, research assignments, group-work & roleplays.

**Industry (FLM stream):**

Students are required to present a report and a presentation of findings from attending functions and/or meetings. Students will also be required to participate in class discussion and role plays. 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.

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**BSBRES301A ANALYSE AND PRESENT RESEARCH INFORMATION**

**Locations:** Werribee, Footscray Nicholson, Newport, Industry, City King St, Melton, Sunshine, St Albans, On-line, Workplace

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.

**Unit 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.

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**BSBRES402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS**

**Locations:** To be advised.

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to research, locate and provide information in response to a request so that client needs can be met. This may involve combining and analysing information from a number of sources before composing a report for the client.

**Unit Hours:** 60

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

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**BSBRES403A RESEARCH LEGAL PROCESSES**

**Locations:** To be advised.

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to research the legal systems and jurisdictions within Australia.

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**BSBRES501A PERFORM LEGAL RESEARCH AND PREPARE REPORTS TO MEET IDENTIFIED NEEDS**

**Locations:** To be advised.

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to undertake legal research in support of legal practitioners. This includes identifying research requirements and sources of information, evaluating the quality of the information, and preparing and producing reports.

**Unit Hours:** 80

**Required Reading:** -

**Assessment:** Students are required to do assignments, written test, research, classroom activities and/or presentations.

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**BSBRKG301B CONTROL RECORDS**

**Locations:** Footscray Nicholson, Industry

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

**Content:** 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.

**Unit Hours:** 40

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies.

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**BSBRKG302A UNDERTAKE DISPOSAL**

**Locations:** To be advised.

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

**Content:**

**Unit Hours:** 25

**Required Reading:** -

**Assessment:** To be advised.

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**BSBRKG302B UNDERTAKE DISPOSAL**

**Locations:** Footscray Nicholson, Industry

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

**Content:** 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.

**Unit Hours:** 30

**Required Reading:** No required reading.

**Assessment:** Students are required to do assignments, tests, projects, case studies.
BSBRKG303A RETRIEVE INFORMATION FROM RECORDS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

BSBRKG303B RETRIEVE INFORMATION FROM RECORDS
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to receive a request and to deliver the record or information about the record.
Unit Hours: 25
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBRKG304B MAINTAIN BUSINESS RECORDS
Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK The above are pre-requisites for Real Estate course only. No pre-requisite for traineeship program.
Content: 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.
Unit Hours: 30
Required Reading: Traineeship: No required reading.
Assessment: Assignment and test.

BSBRKG305A REVIEW RECORDKEEPING FUNCTIONS
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBRKG401A REVIEW THE STATUS OF A RECORD
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or on-going value, and identified as requiring conditions imposed on granting access to them.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

BSBRKG401B REVIEW THE STATUS OF A RECORD
Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS
Locations: Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: No required text.
Assessment: To be advised.

BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT
Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Unit Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations.
BSBRSK501A MANAGE RISK

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.

Unit Hours: 60


Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

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BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify business opportunities; Identify personal business skills.

Unit Hours: 30

Required Reading: To be advised.

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

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BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Unit Hours: 50

Required Reading: -

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

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BSBSBM402A UNDERTAKE FINANCIAL PLANNING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.

Unit Hours: 50

Required Reading: To be advised.

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

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BSBSBM403A PROMOTE THE BUSINESS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.

Unit Hours: 50

Required Reading: To be advised.

Assessment: Tests, assignments.

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BSBSB404A UNDERTAKE BUSINESS PLANNING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Unit Hours: 60

Required Reading: To be advised.

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

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BSBSBM406A MANAGE FINANCES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Maintain financial records; Implement financial plan; Monitor financial performance.

Unit Hours: 50

Required Reading: To be advised.

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

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BSBSBM407A MANAGE A SMALL TEAM

Locations: To be advised.

Prerequisite(s): To be advised.

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

Unit Hours: 40

Required Reading: To be advised.

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

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BSBSMB201A IDENTIFY SUITABILITY FOR MICRO BUSINESS

Locations: Footscray Nicholson, City King St, St Albans, VETiS

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 20


Assessment: Tests, assignments.
BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets. Specific legal requirements apply to the management of a micro business.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
Unit Hours: 50
Required Reading: This unit has no required text.
Assessment: Students are required to develop a Financial Plan incorporating set up costs, a sales / income mix, cash flow and budgeted profit and loss statement.

BSBSMB403A MARKET THE SMALL BUSINESS
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Unit Hours: 50
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.
Unit Hours: 50
Required Reading: This unit has no required text.
Assessment: Students are required to complete an assignment - Business Plan document.

BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.
Unit 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
Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business’s finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.
Unit Hours: 60
Assessment: Assignment and test.

BSBSUS201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Locations: Footscray Nicholson, Industry, City Flinders, St Albans, VETiS
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Assessment: VETiS: Graded tests, assignments.

BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
Unit Hours: 40
Required Reading: No required reading.
Assessment: To be advised.

BSBSUSS01A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY
Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: 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, 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.
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.

Unit Hours: 50

Required Reading: No required text.

Assessment: BSB50407 Dip of Bus Admin

RPL: Competency based.

Assessments may be assignments, tests and projects.

**BSBWR203A WORK EFFECTIVELY WITH OTHERS**

**Locations:** Footscray Nicholson, Industry, St Albans

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.

Unit Hours: 15

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

**BSBWR204A USE BUSINESS TECHNOLOGY**

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

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.

Unit Hours: 20

Required Reading: -

Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation.

**BSBWR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT**

**Locations:** Footscray Nicholson, Industry, Secondary Schools

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.

Unit Hours: 30

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

VETIS: graded tests and assignments.

**BSBWR302A WORK EFFECTIVELY AS AN OFFSITE WORKER**

**Locations:** Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans

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

**Content:** 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.

Unit Hours: 25

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

**BSBWR404A DEVELOP WORK PRIORITIES**

**Locations:** Footscray Nicholson, Industry

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to plan one’s own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one’s own career planning and professional development.

Unit 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, workbased related projects and integrated assessment and or presentations.

**BSBWR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT**

**Locations:** Footscray Nicholson, Industry, City King St, St Albans

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

**Content:** 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.

Unit Hours: 60

Required Reading: BSB50407 Dip of Bus Admin: No required text. Management - Theory & Practice Cole, 2005 Prentice Hall, Australia Managing Effectively Saville, Reid, 2002 Prentice Hall, Australia


BSB50407 Dip of Bus Admin: Graded Assignments, test, Oral and written questioning.

RPL: Competency based.
BSBWOR502A ENSURE TEAM EFFECTIVENESS

Locations: Footscray Nicholson, Industry, City King St, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.
Unit 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.
Industry/RPL: Participants would provide evidence of their skills, knowledge and experience required to satisfy this unit of competency.

TAA50105 Diploma of Training and Assessment
Assignments, workshop, work based related projects and integrated assessment and or presentations.

BSBWRT301A WRITE SIMPLE DOCUMENTS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.
Unit Hours: 30
Assessment: Students are required to do assignments, classwork.

CHCCD13C WORK WITHIN SPECIFIC COMMUNITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 70
Required Reading: To be advised.
Assessment: To be advised.

CHCMED404A FACILITATE THE MEDIATION PROCESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit identifies the skills and knowledge required by mediators to maintain the flow of the mediation process to achieve the optimum outcome for all parties.
Unit Hours: 70
Required Reading: To be advised.
Assessment: To be advised.

CHCMED405A FACILITATE INTERACTION BETWEEN CLIENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit identifies the skills and knowledge required for mediators to facilitate the agreed process of mediation.
Unit Hours: 50
Required Reading: To be advised.
Assessment: To be advised.

CHCMED406A CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit identifies the skills and knowledge required for the mediator to conclude the session and support the implementation of any agreement.
Unit Hours: 50
Required Reading: -
Assessment: To be advised.

CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process.
Unit Hours: 50
Required Reading: -
Assessment: To be advised.

CPPDSM4001A ACT AS A BUYER’S AGENT

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: This unit of competency specifies the outcomes required to act as a buyers 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.
Unit Hours: 20
Assessment: Assignment and test.

CPPDSM4003A APPRAISE PROPERTY

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF
PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Content:** Appraise property.
**Unit Hours:** 40
**Assessment:** Assignment and test.

CPPDSM4004A CONDUCT AUCTION

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Content:** 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.
**Unit Hours:** 10
**Assessment:** Assignment and test.

CPPDSM4005A ESTABLISH AND BUILD CLIENT-AGENCY RELATIONSHIPS

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Content:** 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.
**Unit Hours:** 20
**Assessment:** Assignment and test.

CPPDSM4006A ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Content:** 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.
**Unit Hours:** 60

**Assessment:** Assignment and test.

CPPDSM4007A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** To be advised.

**Content:** 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 dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property management documentation. 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.
**Unit Hours:** 30
**Required Reading:** Identify legal and ethical requirements of property management to complete agency work. Vetassess. (2009). Melb: Vetassess.
**Assessment:** Assignments and test.

CPPDSM4008A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** To be advised.

**Content:** 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.
**Unit Hours:** 30
**Required Reading:** Identify legal and ethical requirements of property sales to complete agency work. Vetassess (2009). Melb. Vetassess.
**Assessment:** Assignment and test.

CPPDSM4009A INTERPRET LEGISLATION TO COMPLETE AGENCY WORK

**Locations:** Werribee, Footscray Nicholson, Industry
**Prerequisite(s):** CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

**Content:** 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.
**Unit Hours:** 30
**Required Reading:** Interpret legislation to complete agency work. Vetassess (2009). Melb: Vetassess.
**Assessment:** Assignment and test.
This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes implementing procedures for promoting agency and 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.

Unit Hours: 25
Assessment: Assignment and Test.

CPPDSM4012A LIST PROPERTY FOR LEASE

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: List property for sale.
Unit Hours: 30
Assessment: Assignment and test.

CPPDSM4013A MARKET PROPERTY FOR LEASE

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: 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.

Unit Hours: 25
Assessment: Assignment and test.

CPPDSM4014A MARKET PROPERTY FOR SALE

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: 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.

Unit Hours: 25
Assessment: Assignment and test.

CPPDSM4015A MINIMISE AGENCY AND CONSUMER RISK

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: This unit of competency specifies the outcomes required 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.

Unit Hours: 30
Assessment: Assignment and test.

CPPDSM4016A MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT

Locations: Werribee, Footscray Nicholson, Industry
Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK
Content: 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 activities.

Unit Hours: 50

Assessment: Assignment and test.

CPPDSM4018A PREPARE AND PRESENT PROPERTY REPORTS

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s):  CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit Hours: 30


Assessment: Assignment and test.

CPPDSM4019A PREPARE FOR AUCTION AND COMPLETE SALE

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s):  CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit Hours: 20


Assessment: Assignment and test.

CPPDSM4020A PRESENT AT TRIBUNALS

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s):  CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit 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: Werribee, Footscray Nicholson, Industry

Prerequisite(s):  CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit Hours: 50


Assessment: Assignment and test.

CPPDSM4049A IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s):  CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit Hours: 25


Assessment: Assignment and test.
CPPDSM4056A MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s): CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Content: 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.

Unit Hours: 20


Assessment: Assignment and test

CPPDSM4080A WORK IN THE REAL ESTATE INDUSTRY

Locations: Werribee, Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 20


Assessment: Assignment and test

CUFIN02B MANAGE A BUDGET

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.

Unit Hours: 40

Required Reading: To be advised.

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

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.

Unit Hours: 50

Required Reading: -

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

CUEFIN02B MANAGE A BUDGET

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.

Unit Hours: 50

Required Reading: -

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

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.

Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this unit is to provide the participants with the skills, knowledge required to originate the concept and conduct critical discourse about the concept for work.
Unit Hours: 60
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

FNSCONV501B TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with taking instructions from clients in regard to dealings with real or personal property.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with the analysis and/or preparation and execution of conveyancing documentation.
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.
Unit Hours: 50
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSCONV504B FINALISE CONVEYANCING TRANSACTIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with completing transactions and ensuring that all matters relating to the transaction are completed.
Unit Hours: 30
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.
Unit Hours: 50
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the preparation and processing of routine financial documents.
Unit Hours: 20
Required Reading: -
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation.
FACULTY OF WORKFORCE DEVELOPMENT

FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS
Locations: Footscray Nicholson, Industry, St Albans, On-line
Prerequisite(s): To be advised.
Content: This unit covers the preparation and processing of routine financial documents.
Unit Hours: 20
Required Reading: No text required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

FNSICORG505B MANAGE STAFF PERFORMANCE TO ACHIEVE STRATEGIC TARGETS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with managing the work of others to bring about an improvement in individual and organisational performance.
Unit Hours: 50
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG510B MANAGE OWN PROFESSIONAL DEVELOPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency standard covers the skills and knowledge required for financial market participants to effectively manage their own performance and take responsibility for their professional development.
Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG511B MANAGE THE STAFF TRAINING FUNCTION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the function associated with identifying training needs for employees, planning and implementing training that develops individuals and improves business performance.
Unit Hours: 50
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FPPCOM2A PREPARE AND PRESENT VERBAL AND WRITTEN WORKPLACE INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select and present verbal information; read routine instructions and reports and prepare brief written statements.
Unit Hours: 20
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS
Locations: Industry
Prerequisite(s): To be advised.
Content: The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.
Unit Hours: 15
Required Reading: -
Assessment: To be advised.

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION’S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR SECTION
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.
LGACOM407B MANAGE FINANCES WITHIN A BUDGET
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACOM410A PREPARE RESPONSE TO TENDERS
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers responding to tenders by preparing a tender bid or submission.
Unit Hours: 20
Required Reading: No required text.
Assessment: To be advised.

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.
Unit Hours: 50
Required Reading: -
Assessment: To be advised.

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACOM503B PREPARE A BUDGET
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACOM603B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.
Unit Hours: 60
Required Reading: -
Assessment: To be advised.

LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.
LGACOMP024A DEVELOP COMMUNITY RELATIONS

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

Content: This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.

Unit Hours: To be advised.
Required Reading: -
Assessment: To be advised.

LGACOMP025A MANAGE A LOCAL GOVERNMENT PROJECT

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

Content: This unit covers managing a project and includes project planning, resourcing, implementation and evaluation. The unit is suitable for those working in local government who undertake projects and other local government initiatives within the community and the wider business context.

Unit Hours: 60
Required Reading: -
Assessment: To be advised.

LGACOMP026A PROVIDE TEAM LEADERSHIP

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

Content: This unit covers providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT

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

Content: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.

Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT

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

Content: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.

Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

LGACORE501B PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL

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

Content: This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS

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

Content: This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans. The unit is appropriate for senior management and those directly involved in operational planning processes within council.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE

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

Content: This unit covers developing, maintaining and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance. The unit is appropriate for senior management.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.
LGACORE603B REPRESENT COUNCIL’S ROLE AND VALUE IN THE COMMUNITY

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers relationship building and communication with stakeholders in an effort to promote the value of council to the community. The need for staff to represent the value of council to the community and stakeholders through relationships that are mutually beneficial to all parties is recognised.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

LGADMIN421A PARTICIPATE IN NEGOTIATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers participating in negotiations either as an individual or as a member of a team. It includes effective negotiation techniques, planning and preparing for negotiation and finalising the agreement. The unit is suitable for those working as team leaders or managers or those dealing extensively with the community or other external stakeholders.
Unit Hours: 25
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

LGAGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 60
Required Reading: -
Assessment: To be advised.

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.
Unit Hours: 50
Required Reading: -
Assessment: To be advised.

LGALAND405A IMPLEMENT STRATEGIES TO MINIMISE ENVIRONMENTAL POLLUTION

Locations: Industry
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Required Reading: No required text.
Assessment: To be advised.

PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS

Locations: Industry
Prerequisite(s): To be advised.
Content:
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.
Unit Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPCRT301A AUDIO RECORD COURT PROCEEDINGS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 50
Required Reading: -
Assessment: To be advised.
PSPCRT402B MANAGE WITNESSES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

PSPCRT407A UNDERTAKE COURT LISTINGS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPCRT409A ADMINISTER COURT FINES AND DEBT MANAGEMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 25
Required Reading: -
Assessment: To be advised.

PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPCRT412A RECORD COURT PROCEEDINGS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPCRT501B PERFORM COURT DUTIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPCRT502B MANAGE JURORS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.
PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES

Locations: Industry
Prerequisite(s): To be advised.
Content:
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.
Unit Hours: 30
Required Reading: No reading required.
Assessment: To be advised.

PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS

Locations: Industry
Prerequisite(s): To be advised.
Content:
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.
Unit Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES

Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Unit 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.

PSPCRT601A MANAGE COURT PRACTICE AND PROCESS

Locations: Industry
Prerequisite(s): To be advised.
Content:
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.
Unit Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPETHC301B UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV301B WORK EFFECTIVELY IN THE ORGANISATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

PSPGOV302B CONTRIBUTE TO WORKGROUP ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV303B BUILD AND MAINTAIN INTERNAL NETWORKS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.
PSPGOV305B ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV306B IMPLEMENT CHANGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV307B ORGANISE WORKPLACE INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

PSPGOV308B WORK EFFECTIVELY WITH DIVERSITY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV309A ADDRESS CLIENT NEEDS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV311A WORK WITH A COACH OR MENTOR
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

PSPGOV314A CONTRIBUTE TO CONFLICT MANAGEMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV315A GIVE AND RECEIVE WORKPLACE FEEDBACK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV403B USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS
Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV405B PROVIDE INPUT TO CHANGE PROCESSES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPGOV406B GATHER AND ANALYSE INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV407B PROVIDE A QUOTATION
Locations: Werribee, Footscray Nicholson, Industry, Melton, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV409A PROVIDE SUPPORT TO PARLIAMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.
Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV410A UNDERTAKE CAREER PLANNING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers planning related to one's own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents etc.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV411A DEAL WITH CONFLICT
Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content:
Unit Hours: 50
Required Reading: -
Assessment: To be advised.
PSPGOV413A COMPOSE COMPLEX WORKPLACE DOCUMENTS

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

Content: This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV414A PROVIDE WORKPLACE MENTORING

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

Content: This unit covers the establishment and development of a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV415A PROVIDE WORKPLACE COACHING

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

Content: This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.

Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV416A MONITOR PERFORMANCE AND PROVIDE FEEDBACK

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

Content: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPGOV417A IDENTIFY AND TREAT RISKS

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

Content: This unit covers the identification and treatment of risk using the organisation’s risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishment of the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.

Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV418A DEVELOP INTERNAL AND EXTERNAL NETWORKS

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

Content: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.

Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV419A WORK WITH INTERPRETERS

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

Content: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPGOV420A USE TRANSLATION SERVICES

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

Content: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.

Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.
PSPGOV421A EXERCISE DELEGATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

PSPGOV422A APPLY GOVERNMENT PROCESSES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPGOV502B DEVELOP CLIENT SERVICES
Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Prerequisite(s): To be advised.
Content: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis.
Unit Hours: 40
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV505A PROMOTE DIVERSITY
Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation’s responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes.
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.
Unit Hours: 50
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING
Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. 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.
Unit Hours: 50
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV507A UNDERTAKE NEGOTIATIONS
Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome.
In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.
Unit Hours: 50
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV508A MANAGE CONFLICT
Locations: Industry, On-line
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

**PSPGOV509A CONDUCT EVALUATIONS**

**Locations:** Industry, On-line

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

**Content:** This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy.

Unit Hours: 50

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

**PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT**

**Locations:** Industry, On-line

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

**Content:** This unit covers active management of one's own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others' career management. In practice, career management may overlap with a range of other generalist or specialist public sector workplace activities, such as acting ethically, complying with legislation, providing client service, leading a group, using emotional intelligence.

Unit Hours: 50

Required Reading: No required reading

Assessment: Students may be required to do assignments, tests and projects.

**PSPGOV511A PROVIDE LEADERSHIP**

**Locations:** Industry, On-line

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

**Content:** This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise.

Unit 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, Samoa

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

**Content:** This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. 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.

Unit Hours: 50


Assessment: Assignments, presentations, observation, demonstration and group work.

**PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS**

**Locations:** Industry, On-line

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

**Content:** This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

Unit Hours: 40

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

**PSPGOV514A FACILITATE CHANGE**

**Locations:** Industry, On-line

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

**Content:** This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis.

Unit 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, Samoa

Prerequisite(s): To be advised.

Content: This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

Unit Hours: 50


Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV518A BENCHMARK PERFORMANCE

Locations: Industry, On-line

Prerequisite(s): To be advised.

Content: This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.

Unit Hours: 70

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV519A MANAGE PERFORMANCE

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit covers supervision and performance management in accordance with the organisation's performance management system. It includes linking individual/group activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

Unit 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

Prerequisite(s): To be advised.

Content: This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.

Unit Hours: 40

Required Reading: No required reading.

Assessment: To be advised.

PSPGOV522A PROCESS STATISTICAL DATA

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.

Unit Hours: 40

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

Prerequisite(s): To be advised.

Content: This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.

Unit Hours: 50

Required Reading: No required reading.

Assessment: Students are required to do assignments and projects.

PSPLEGN301B COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

Locations: To be advised.

Prerequisite(s): To be advised.

Content: -

Unit Hours: 25

Required Reading: -

Assessment: To be advised.

PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

Locations: To be advised.

Prerequisite(s): To be advised.

Content: -

Unit Hours: 30

Required Reading: -

Assessment: To be advised.
PSLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: Model and encourage compliance with legislative requirements; Monitor compliance with legislative requirements.
Unit Hours: 25
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY

Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: This unit covers the monitoring and improvement of the organisation’s occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: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 & Safety Key Area of the Training Package in 2004.
Unit Hours: 40
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPMNGT615A INFLUENCE WORKFORCE EFFECTIVENESS

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit 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 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

PSPOHS301A CONTRIBUTE TO WORKPLACE SAFETY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPOHS401B IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 35
Required Reading: -
Assessment: To be advised.

PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services.
Unit 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
Prerequisite(s): To be advised.
Content: This unit covers coordination of public affairs events and activities. It includes planning and implementing events and activities, and evaluating implementation and outcomes.
In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.
Unit Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPPM501B DESIGN COMPLEX PROJECTS

Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: 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 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, 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.

Unit Hours: 80
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM502B MANAGE COMPLEX PROJECTS
Locations: Werribee, Footscray Nicholson, Industry, Sunshine, Off-shore, St Albans, Samoa
Prerequisite(s): To be advised.
Content: This unit covers 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 follow up 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 PSPPM501B Design 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.

Unit Hours: 80
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects, workplace assignments and group work.

PSPPM503B CLOSE COMPLEX PROJECTS
Locations: Footscray Nicholson, Industry, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 80
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES
Locations: Industry
Prerequisite(s): To be advised.
Content: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically, this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. 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.

Unit Hours: 50
Required Reading: No required reading.
Assessment: To be advised.

PSPPOL401A CONTRIBUTE TO POLICY DEVELOPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: -
Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPPOL402A ASSIST WITH SPECIALIST POLICY DEVELOPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy options, and assisting with drafting and dissemination of policy.

Unit Hours: 50
Required Reading: -
Assessment: To be advised.
PSPPOL403A GIVE AND RECEIVE POLICY INFORMATION

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

Content: This unit covers the provision of routine information on operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.

Unit Hours: To be advised.
Required Reading: To be advised.
Assessment: To be advised.

PSPPOL404A SUPPORT POLICY IMPLEMENTATION

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

Content: -

Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPSCI301A ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT

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

Content: This unit covers the provision of technical support in a scientific/research environment under routine guidance, with full responsibility for delegated technical duties such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, and assisting in the collection, recording and presentation of information. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.

Unit Hours: 30
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSCI302A SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION

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

Content: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPSCI303A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH

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

Content: This unit covers the conduct of scientific or technological research under general direction with immediate guidance regarding methods and specific objectives. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results. In practice, undertaking scientific/technological research overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.

Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSCI401A PROVIDE SCIENTIFIC TECHNICAL SUPPORT

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

Content: This unit covers the provision of technical support in a scientific/research environment under general direction and within a generally defined area, with responsibility for technical duties such as experimental, survey, sampling and/or analytical functions. It includes planning and organising technical duties, collecting and recording information, and compiling and reporting data.

Unit Hours: 30
Required Reading: -
Assessment: To be advised.

PSPSCI402A PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION

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

Content: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.

PSPSCI403A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH

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

Content: This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.

Unit Hours: 40
Required Reading: -
Assessment: To be advised.
PUAWER001A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.
Unit Hours: 2
Required Reading: -
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER004A RESPOND TO WORKPLACE EMERGENCIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action.
Unit Hours: 2
Required Reading: -
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER005A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.
Unit Hours: 7
Required Reading: -
Assessment: To be advised.

PUAWER008A CONFINE SMALL WORKPLACE EMERGENCIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.
Unit Hours: 7
Required Reading: -
Assessment: This unit may be assessed by assignments, and classwork.

SIRRFSA001A APPLY RETAIL FOOD SAFETY PRACTICES

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Required Reading: None
Assessment: Demonstration Participants will be required to demonstrate that they meet units elements via observation and questioning Yes/No

SIRRFSA002A MONITOR FOOD SAFETY PROGRAM

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: 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.
Unit 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

SIRRPPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES

Locations: Footscray Nicholson, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.
Unit 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.

SIRXCCS001A APPLY POINT-OF-SALE HANDLING PROCEDURES

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to operate point-of-sale equipment, apply store policy and procedures to a range of transactions, interact with customers and package or wraps an item for transportation.
Unit Hours: 20
Required Reading: No required reading.
Assessment: To be advised.
SIRXCS002A INTERACT WITH CUSTOMERS

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders, and identify special customer requirements.

Unit Hours: 20

Required Reading: No required reading.

Assessment: Students will be asked to demonstrate competence in a written assessment 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.

SIRXCM002A MANAGE STORE FACILITIES

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.

Unit Hours: 25

Required Reading: No required reading.

Assessment: To be advised.

SIRXCS003A COORDINATE INTERACTION WITH CUSTOMERS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.

Unit 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 tasks they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.

SIRXCM003A COMMUNICATE IN THE WORKPLACE

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, and reading and interpreting retail documents.

Unit Hours: 40

Required Reading: No required reading.

Assessment: Students will be asked to give a presentation and work on team posters 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.

SIRXCM001A ORGANISE AND MAINTAIN WORK AREAS

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.

Unit 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.

SIRXFIN001A BALANCE POINT-OF-SALE TERMINAL

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.

Unit 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, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: 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.
SIRXFIN004A MANAGE FINANCIAL RESOURCES

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.

Unit Hours: 35
Required Reading: No Required Reading
Assessment: Students will need to demonstrate to assessor via oral questioning or written task they can define future personal requirements, industry, personal presentation, this checklist will be conducted in the workplace. They will be asked to complete a written assessment on how they apply keyboard skills ensuring to enter and edit information accurately.

Students will need to complete both practical activit as well as a written task.

SIRXFIN005A MANAGE OPERATIONS TO BUDGET

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.

Unit 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.

SIRXHRO002A RECRUIT AND SELECT PERSONNEL

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to recruit and select personnel.

Unit 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 define future personal requirements, determine job specifications, recruit staff, assess and select applications.

SIRXICT001A OPERATE RETAIL TECHNOLOGY

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.

Unit 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 activit as well as a written task.

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly and in a nondiscriminatory manner, developing retail industry knowledge, including industrial award or agreement relevant to the job role, maintaining personal hygiene and presentation, and prioritising tasks.

Unit 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 nondiscriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

SIRXINV001A PERFORM STOCK CONTROL PROCEDURES

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.

Unit 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.
SIRXINV002A MAINTAIN AND ORDER STOCK

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 35


Assessment: Demonstration Students will be required to demonstrate to the facilitator that they meet the requirements of this unit via observation and oral questioning. Yes/No

SIRXMER001A MERCHANDISE PRODUCTS

Locations: Footscray Nicholson, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.

Unit 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.

SIRXMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation’s visual merchandising standards.

Unit 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 identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.

Unit 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 manage store merchandising, plan and manage store advertising and promotions, manage store pricing policies, manage housekeeping.

SIRXMER005A CREATE A DISPLAY

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to plan and implement a display for a retail business.

Unit 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 identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGT001A COORDINATE WORK TEAMS

Locations: Industry

Prerequisite(s): To be advised.

Content: 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.

Unit 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 identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGT002A MAINTAIN EMPLOYEE RELATIONS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.

Unit Hours: 35

SIRXMGT003A LEAD AND MANAGE PEOPLE

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.

Unit Hours: 35

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 policy. 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 an observational checklist in their work experience.

SIRXMGT004A ANALYSE AND COMMUNICATE INFORMATION

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.

Unit Hours: 80

Required Reading: No Required Reading.

Assessment: Students will also need to demonstrate to assessor via a written task or 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.

SIRXMGT005A SET STRATEGIC PLANS

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.

Unit Hours: 80

Required Reading: No required reading.

Assessment: Students will also need to demonstrate to assessor via a written task or projects/oral presentations they can review external operating environment, set objectives and targets, develop action plans.

SIRXMPR001A PROFILE A RETAIL MARKET

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.

Unit Hours: 35

SIRXOH5001A APPLY SAFE WORKING PRACTICES

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: 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.

Unit 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 an observational checklist in their work experience.

SIRXOH5002A MAINTAIN STORE SAFETY

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.

Unit 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 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.

SIRXOH5003A PROVIDE A SAFE WORKING ENVIRONMENT

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment, implement emergency procedures, identify need for OHS training and contribute on OHS issues according to 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.

Unit 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 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.
SIRXQUA001A DEVELOP INNOVATIVE IDEAS AT WORK

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.
Unit 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 CREATE AN INNOVATIVE WORK ENVIRONMENT

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.
Unit 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.

SIRXQUA003A SET UP SYSTEMS THAT SUPPORT INNOVATION

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.
Unit 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 conduct research into organisation systems, generate innovative system options, develop plan for the innovative system, trial the innovative work system, review the trial of the innovative system.

SIRXRSK001A MINIMISE THEFT

Locations: Footscray Nicholson, Industry, City King St, Melton
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers or terminals and keys.
Unit Hours: 20
Required Reading: No required reading.
Assessment: Students will be assessed on their understating of how they apply store policy and procedures and industry codes of practice in regard to store security and theft prevention, reporting theft or suspicious behaviour to relevant personnel and monitoring stock, work areas, customers and staff to minimise opportunities for theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

SIRXRSK002A MAINTAIN STORE SECURITY

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.
Unit 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.

SIRXRSK004A CONTROL STORE SECURITY

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.
Unit 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.
SIRXSLS001A SELL PRODUCTS AND SERVICES

Locations: Footscray Nicholson, Industry, City King St, Melton

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to sell products and services in a retail environment. It involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.

Unit 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.

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.

SIRXSLS002A ADVISE ON PRODUCTS AND SERVICES

Locations: Footscray Nicholson, City King St, Melton

Prerequisite(s): To be advised.

Content: It describes the performance outcomes, skills and knowledge required to apply a depth of specialist or general product knowledge and a need for experience and skill in offering advice to customers.

Unit 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

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.

Unit 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

Prerequisite(s): To be advised.

Content: It describes the performance outcomes, skills and knowledge required to use advanced sales techniques in building relationships with customers and interacting with customers, applying expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.

Unit 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 establish rapport with customers, apply expert knowledge, provide post sales support, plan sales presentations, implement sales presentations, maintain and utilise a customer database and deal with difficult customers.

SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY

Locations: Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.

Unit 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 monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.

SITHCC006A PREPARE APPETISERS AND SALADS

Locations: Footscray Nicholson, Sunbury

Prerequisite(s): SITHCC002A - PRESENT FOOD

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and present appetisers and salads in a commercial kitchen or catering operation. Appetisers are foods that normally precede a meal, or may be served as an accompaniment to drinks. They include a range of hot and cold dishes which can be either classical or modern, and vary in ethnic and cultural origins. Salads may be vegetable or fruit-based, and may also include classical or modern and varying ethnic and cultural types.

Unit Hours: 25


Assessment: Observation, sampling of dishes, written/oral test, portfolio of evidence...
SITFAB010A PREPARE AND SERVE NON ALCOHOLIC BEVERAGES

Locations: Footscray Nicholson, Industry

Prerequisite(s): SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES

Content: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a range of teas, coffees and other nonalcoholic beverages in a range of industry contexts. The unit does not deal with the skills and knowledge required to extract and serve espresso coffee, including storage of coffee and care of machinery, which are covered in SITFAB012A Prepare and serve espresso coffee.

Unit Hours: 15

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

Assessment: Direct observation and sampling of non-alcoholic drinks, written assignment

SITXOHS002A FOLLOW WORKPLACE HYGIENE PROCEDURES

Locations: Footscray Nicholson, Industry, -

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to apply good hygiene practices within a range of service industry operations. It requires the ability to follow predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the non-contamination of food and other items that might put customers, colleagues and self at a health risk.

Unit Hours: 15

Required Reading: -

Assessment: Students are required to do assignments, workbook, classroom activities, tests, case studies and/or presentations. Demonstration Students will be required to demonstrate that they meet unit elements via observation and questioning Yes/No

TAADEL403A FACILITATE INDIVIDUAL LEARNING

Locations: Footscray Nicholson, Industry, St Albans, On-line

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.

Unit Hours: 15

Required Reading: No required reading.

Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM898 LEGAL PROCESS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Sources of Australian Law; Australia’s federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM899 COMMERCIAL LAW

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM900 THE CONVEYANCING PROCESS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM901 FAMILY LAW

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM903 LAND CONTRACTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The nature of a mortgage as a security; Mortgagees and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM905 CONSUMER PROTECTION LAW

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.

Unit Hours: 51

Required Reading: To be advised.

Assessment: As per accredited curriculum

VBM906 PROBATE AND ADMINISTRATION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.

Unit Hours: 51

Required Reading: To be advised.

Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.
VBM907 CIVIL PROCEDURE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM908 ADMINISTRATIVE LAW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM909 CRIMINAL LAW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM910 CORPORATIONS LAW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit is designed to provide the skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by assignments, tests, projects and classwork, presentations.

VBM912 LAW OF MARKETING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBM913 LEGAL RESEARCH METHOD
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identifying legal questions and legal categories; Sources of legal information; Computer searching techniques; Citing legal information; Searching for case law, secondary sources of legal information, legislation and delegated legislation.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBP160 EMPLOYMENT LAW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify the legal rights and obligations in the employment relationship, analyse the main provisions in the Workplace Relations Act, 1996 and workplace regulations; examine the legal implications of the dispute resolution process; analyse the legal provisions relating to the termination of employment; examine the laws relating to anti-discrimination, equal opportunity and human rights in the workplace; analyse the legislation relating to accident compensation and occupational health and safety in the workplace; examine the implications of privacy law in the workplace.
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, project, presentation.

VBP160 LAW OF MARKETING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Unit Hours: 51
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

VBM133 MARKETING CONCEPTS AND STRATEGIES
Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.
Content: The purpose of this module is to develop the knowledge, skills and attitudes required for planning and implementing strategic marketing decisions to ensure sustainable competitive advantage.
Unit Hours: 54
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.

VPAU082 MANAGE MULTIPLE PROJECTS

Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit covers the management of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of multiple projects. It includes identifying project scope in a strategic context, managing establishment and integration of project activities, and finalising and reviewing project activities

Unit Hours: 80


Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN

Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills required to manage the development and implementation of strategic business plans. It encompasses the development and communication of business strategies, business plans, continued improvement and knowledge management.

Unit 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.

VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities. It describes the skills and knowledge required to comply with regulatory legal framework, work within specific regulations for related industry and ethical frameworks, and to apply best practice and ethical business conduct.

Unit 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, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised “best practice” standards. It includes the development, monitoring, review and continual improvement of the strategy and reporting of the outcomes to stakeholders.

Unit 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.

VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.

Unit 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, Industry, City King St
Prerequisite(s): To be advised.

Content: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.

Unit 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.
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, Industry, City King St

Prerequisite(s): To be advised.

Content: 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.

Unit 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, Industry, City King St

Prerequisite(s): To be advised.

Content: This unit covers the competency required to review financial performance
in an organisational context. The analysis and interpretation of financial information
to support management decision making, undertaking budgeting and financial
forecasting are addressed.

Unit 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, Industry, City King St

Prerequisite(s): To be advised.

Content: This unit covers the competency required to analyse and interpret
international business environment including the issues and challenges that impact
on the strategic and operational management of a business in a global environment.
The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.

Unit 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, Industry, City King St

Prerequisite(s): To be advised.

Content: This unit covers the competency required to analyse and interpret
environmental sustainability as an integral part of organisational planning and
management.

Unit 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, Industry

Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge to
undertake a work-based project within an education and training environment. 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.

Unit Hours: 80

Required Reading: Participants are supplied with all participant notes at the
beginning of the course. There are no other required readings

Assessment: Participants are required to keep a journal and use it
to write two reflective reports on the progress of their IPDP’s Yes/No

VPAU458 LEAD IN EDUCATION AND TRAINING ENVIRONMENTS

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 50

Required Reading: Participants are handed all relevant notes at the start of the
course

Assessment: Participants are required to keep a reflective journal and use it
to write two reflective reports on the progress of their IPDP’s Yes/No

VPAU460 LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT

Locations: Footscray Nicholson, Industry

Prerequisite(s): To be advised.

Content: 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.
VPAU461 DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT

Locations: Footscray Nicholson, Industry
Prerequisite(s): To be advised.
Content: 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.

Unit 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

WRRF1B BALANCE REGISTER/TERMINAL

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Remove takings from register/terminal; Reconcile takings.
Unit Hours: 18
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRISA MAINTAIN AND ORDER STOCK

Locations: Industry
Prerequisite(s): To be advised.
Content: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Unit Hours: 36
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP2B MINIMISE THEFT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply routine store security; Minimise theft.
Unit Hours: 21
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP3B MAINTAIN STORE SAFETY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Unit Hours: 36
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B MERCHANDISE PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.
WRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Organise work area; Clean work area.
Unit Hours: 18
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Unit Hours: 36
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry
Prerequisite(s): To be advised.
Content: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Unit Hours: 36
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WR12A SELECT AN E-BUSINESS MODEL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit defines the skills and knowledge required to use e-business approaches and tools to establish more efficient business operations.
Unit Hours: 50
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WR03B PROVIDE A SAFE WORKING ENVIRONMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Unit Hours: 36
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WR07A PROFILE A RETAIL MARKET
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review the image of the store; Research market demands for the store; Profile the store’s customer; Implement methods to attract customers to store.
Unit Hours: 36
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WR09A LEAD A TEAM TO FOSTER INNOVATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to lead a workplace team in ways that foster innovative work practice. It covers the skills that are needed by individuals who are leading work teams on individual projects or in work in general. The skills cover the requirements for encouraging innovation within individual team members as well as a team as a whole. They include how to put a team together and keep it working well, how to structure work and monitor progress, how to ensure that the team have the information and skills they need and how to apply innovative work skills to the leadership role.
Unit Hours: 36
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

WR03B INITIATE AND IMPLEMENT CHANGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
Unit Hours: 150
Required Reading: To be advised.
Assessment: As per accredited curriculum

WR01B ADMINISTER HUMAN RESOURCES POLICY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.
Unit Hours: 36
Required Reading: -
Assessment: As per accredited curriculum

WR02B RECRUIT AND SELECT PERSONNEL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.
SCHOOL OF FINANCE AND LIBRARY

Below are details of courses offered by the School of Finance and Library in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

COURSE IN ASSESSMENT OF INFORMAL LEARNING
Course Code: 21812VIC
Campus: Industry, City King St.
Scope of Delivery: Part Time
Career Opportunities: Skills Assessor
Course Objectives: 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.

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.

Entry Requirements: Other Employer referral
Selection Criteria: Employer Choice
Course Duration: 0.5 years
Course Structure: To obtain a Statement of Attainment indicating achievement of the course, successful completion of the unit of competency is required.
Core Unit
VBQU631  ASSESS INFORMAL LEARNING 30

CERTIFICATE II IN LIBRARY/INFORMATION SERVICES
Course Code: CUL20104
Campus: Footscray Nicholson, Campus and Flexible Delivery options.
Scope of Delivery: Part Time
Career Opportunities: Library Attendant or further study.
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.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully
To qualify for admission to the course, an applicant must undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language:

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

Selection Criteria: Direct Entry, Interview, Written Application Students can apply for Library Studies courses in two ways: - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration: 3 months
Course Structure: The course is a minimum of 3 months full-time or part-time equivalent.

Core Units of Study
CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
CUIFSA01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
BSBCM0205A 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

Elective Units of Study
ICAITU006C OPERATE COMPUTING PACKAGES 60

CERTIFICATE II IN MUSEUM PRACTICE
Course Code: CUL20204
Campus: On-line.
Scope of Delivery: Part Time
Career Opportunities: 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 Objectives: Provide stability and growth opportunities within the growing Library and Museums sectors.

An opportunity to work with industry in forming partnerships, tailoring projects and learning outcomes to real problems and issues in the workplace.

Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language:

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

Selection Criteria: Direct Entry, Written Application, Employer Choice
Course Duration: 0.5 years
Course Structure: Students must successfully complete 4 core units and 3 electives.

CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY 60
CUFSA01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
CUECOR02B WORK WITH OTHERS 15
CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION 30
CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION 40

CERTIFICATE III IN LIBRARY/INFORMATION SERVICES
Course Code: CUL30104
Campus: Footscray Nicholson, On-line, Campus and Flexible Delivery options
Scope of Delivery: Part Time
Career Opportunities: Library Attendant or further study.

Course Objectives: 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.

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.

Students must successfully complete 4 core units and 3 electives.

CUL30104

Selection Criteria: Direct Entry, Written Application, Employer Choice
Course Duration: 0.5 years
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 where 1 or more are from the Museum/Library Information Services Training Package. 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
- CUSFA01B 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

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

CERTIFICATE IV IN LIBRARY/INFORMATION SERVICES

Course Code: CUL40104
Scope of Delivery: Part Time, Full Time
Career Opportunities: Library Attendant or further study.
Course Objectives: The course is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes as Library Assistants in Library and Information Agency settings.

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

Entry Requirements: IELTS level IELTS 5.5
Selection Criteria: Direct Entry, Written Application, Employer Choice Students can apply for Library Studies courses in two ways: - by submitting a Victoria University Direct Application Form supplied by the School (part-time students); by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library and Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration: 1 year
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.

Core Units of Study

- CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60
- CUEOH501B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES 60
- BSBFLM404A LEAD WORK TEAMS 50
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40
- ICAITU006C OPERATE COMPUTING PACKAGES 60
- CULLB302C USE CATALOGUING TOOLS 40
- CULLB412C UNDERTAKE CATALOGUING ACTIVITIES 100
- CULLB002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
- CULLB005B SEARCH DATABASES 30

A minimum of six Elective Units of Study:

- CUL5009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES 60
- CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60
- BSBCM406A MAINTAIN BUSINESS TECHNOLOGY 40
- ICPMM60A CREATE WEB PAGES WITH MULTIMEDIA 50
- CULLB501C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
- TAASS401B PLAN AND ORGANISE ASSESSMENT 10
- CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS 40
- CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES 30
- CULLB206C ASSIST WITH CIRCULATION SERVICES 15
- CULLB302C USE CATALOGUING TOOLS 40
- CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
- CULLB307C USE MULTIMEDIA 30
- CULLB004B PROCESS INFORMATION RESOURCE ORDERS 40

DIPLOMA OF LIBRARY/INFORMATION SERVICES (I)

Course Code: CUL50104
Campus: Footscray Nicholson.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Library Technician
Course Objectives: The aim of 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 assistants in library and information agency settings.

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

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

Selection Criteria: Direct Entry, Written Application, VTAC Students can apply for Library Studies courses in three ways: - by following VTAC application guidelines, as stated in the VTAC Handbook (full time students only); - by submitting a Victoria University Direct Application Form supplied by the School (part time students); - by internal referral whereby current Victoria University students apply by submitting an internal transfer form. Internal referral students are given priority over external applicants. Each student who applies before prescribed cut off dates will be sent further application material to complete, specific to Library Studies courses. The purpose of this material is to allow the student to make an informed decision about proceeding with the application, and to provide a sample of literacy skills for selection purposes. You will nominate to study via on-campus or off-campus mode. Procedures for enrolment differ for each of these two groups and are summarised in the Library Studies information booklet, issued to successful applicants. It is to be noted that students studying via off-campus mode do not need to attend the campus in person at any stage of the course for enrolment, study or assessment.

Course Duration: 2 years

Course Structure: Library Studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery 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 where 3 or more are from the Museum/Library Information Services Training Package. 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
- BSBFMLS03B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
- CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS 50
- CULLB412C UNDERTAKE CATALOGUING ACTIVITIES 100
- CULLBS06C CATALOGUE AND CLASSIFY MATERIAL 100
- CULLBO02B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
- CULLBO03B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
- CULLBS08C MONITOR AND ENHANCE INFORMATION ACCESS 50
- CULLBS09C SELECT AND ACQUIRE INFORMATION MATERIALS 50
- TAADEL402B FACILITATE GROUP BASED LEARNING 20

Elective Units of Study

- CULLBS10C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS 50
- CULM5009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES 60
- CULM506C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS 60
- BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY 40
- ICPMM650A 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
- BSBCMN205A USE BUSINESS TECHNOLOGY 30
- CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS 20
- CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 15
- ICATUJ006C OPERATE COMPUTING PACKAGES 60
- CULLB302C USE CATALOGUING TOOLS 40
- CULLB307C USE MULTIMEDIA 30
- CULLBO04B PROCESS INFORMATION RESOURCE ORDERS 40
- CULLBO02B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS 20
- CULLBO05B SEARCH DATABASES 30
- CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION 40
- CULLB412C UNDERTAKE CATALOGUING ACTIVITIES 100
- BSBFLM404A LEAD WORK TEAMS 50
- CULLBO03B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS 80
- CULLBO01B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY 60

ADVANCED DIPLOMA OF LIBRARY/INFORMATION SERVICES

Course Code: CUL60104

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Supervising Library Technician

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.

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

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

Selection Criteria: Direct Entry, VTAC

Course Duration: 2 years
**Course Structure:** To achieve an Advanced Diploma of Library/Information Services 21 units; 13 Core and 8 elective units where 4 or more are from the Museum/Library Information Services Training Package. If taken from outside this package, the remaining units may be from any relevant endorsed training package at Advanced Diploma level.

**Core Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB001B</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY</td>
<td>60</td>
</tr>
<tr>
<td>CUEOH501B</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>60</td>
</tr>
<tr>
<td>BSFLM503B</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>CUEFIN02B</td>
<td>MANAGE A BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>CULLB506C</td>
<td>CATALOGUE AND CLASSIFY MATERIAL</td>
<td>100</td>
</tr>
<tr>
<td>CULLB003B</td>
<td>RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS</td>
<td>80</td>
</tr>
<tr>
<td>CULLB508C</td>
<td>MONITOR AND ENHANCE INFORMATION ACCESS</td>
<td>50</td>
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<tr>
<td>CULLB505C</td>
<td>PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS</td>
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<tr>
<td>CULMS506C</td>
<td>PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS</td>
<td>60</td>
</tr>
<tr>
<td>CULLB510C</td>
<td>DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS</td>
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<tr>
<td>CULLB708C</td>
<td>MANAGE INFORMATION ACCESS</td>
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<tr>
<td>CULLB701C</td>
<td>ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL</td>
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</table>

**Elective Units of Study**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB203C</td>
<td>DEVELOP AND USE INFORMATION LITERACY SKILLS</td>
<td>40</td>
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<tr>
<td>CULLB205C</td>
<td>PROCESS AND MAINTAIN INFORMATION RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>CULLB206C</td>
<td>ASSIST WITH CIRCULATION SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>CULLB307C</td>
<td>USE MULTIMEDIA</td>
<td>30</td>
</tr>
<tr>
<td>CULLB004B</td>
<td>PROCESS INFORMATION RESOURCE ORDERS</td>
<td>40</td>
</tr>
<tr>
<td>CULLB002B</td>
<td>OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS</td>
<td>20</td>
</tr>
<tr>
<td>CULLB005B</td>
<td>SEARCH DATABASES</td>
<td>30</td>
</tr>
<tr>
<td>CULLB401C</td>
<td>ASSIST CUSTOMERS TO ACCESS INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>CULLB412C</td>
<td>UNDERTAKE CATALOGUING ACTIVITIES</td>
<td>100</td>
</tr>
<tr>
<td>BSFLM404A</td>
<td>LEAD WORK TEAMS</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM406A</td>
<td>MAINTAIN BUSINESS TECHNOLOGY</td>
<td>40</td>
</tr>
<tr>
<td>ICPMM650A</td>
<td>CREATE WEB PAGES WITH MULTIMEDIA</td>
<td>50</td>
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<tr>
<td>CULLS509C</td>
<td>SELECT AND ACQUIRE INFORMATION MATERIALS</td>
<td>50</td>
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<tr>
<td>TAAAS5401B</td>
<td>PLAN AND ORGANISE ASSESSMENT</td>
<td>10</td>
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<tr>
<td>TAAAS5402B</td>
<td>ASSESS COMPETENCE</td>
<td>15</td>
</tr>
<tr>
<td>TAAAS5403B</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
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</tr>
</tbody>
</table>

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

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

**Entry Requirements:** Successful completion of VCE/VCAL or equivalent 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 Criteria:** Direct Entry, Written Application Applicants must have successfully completed VCE or equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked on ENTER score until the selection quota has been filled.

**Course Duration:** 0.5 years

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**DIPLOMA OF FINANCIAL SERVICES (I)**

**Course Code:** FNS50107
**Campus:** Footscray Nicholson, Campus
**Scope of Delivery:** Part Time, Full Time

**Career Opportunities:** When you graduate with the Diploma, you will be qualified to work in customer service, financial services or as a team leader in retail financial services.

**Course Objectives:** Develops 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

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

**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, IELTS level

**Selection Criteria:** Direct Entry, VTAC Applicants must have successfully completed VCE or equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked an ENTER score until the selection quota has been filled.

**Course Duration:** 1 year

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**CERTIFICATE IV IN FINANCIAL SERVICES**

**Course Code:** FNS40107
**Campus:** Footscray Nicholson, Industry.
**Scope of Delivery:** Part Time, Full Time
Course Structure: To attain a Diploma of Financial Services, 21 units must be achieved:

- 4 industry core units, plus
- 17 elective units

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

Elective Units of Study

- FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
- FNSICSA401B SELI FINANCIAL PRODUCTS AND SERVICES 30
- FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK 40
- FNSCRDT401B EVALUATE CREDIT APPLICATIONS 20
- FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE 20
- FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS 50
- FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS 50
- FNSAACCT405B PREPARE FINANCIAL STATEMENTS 60
- FNSFNRG501B ANALYSE AND COMMENT ON MANAGEMENT REPORTS 40
- BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
- FNSICGEN502B SOLVE WORKPLACE PROBLEMS 30
- FNSFNRG501B ANALYSE FINANCIAL MARKETS AND INFORMATION 60
- FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT 50
- FNSRIS501B UNDERTAKE RISK IDENTIFICATION 40
- FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE 80
- FNSACCT505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS 60

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

DIPLOMA OF ACCOUNTING (I)

Course Code: FNS50204

Campus: Werribee, Footscray Nicholson, St Albans.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Assistant Accountant, Bookkeeper, Office Manager, Administration Manager or Budget Officer.

Course Objectives: 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.

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

Entry Requirements: Successful completion of VCE/VCAL or equivalent. Other, IELTS level 4. 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 Criteria: Direct Entry, Written Application, VTAC To qualify for admission, applicants must have successfully completed VCE or an equivalent. Where the number of applicants exceeds the number of offers to be made, students will be ranked by ENTER score until the selection quota has been filled.

Course Duration: 1 year

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 (FNS04) training package.

Core Units of Study

- FNSACCT401A PREPARE FINANCIAL REPORTS 50
- FNSACCT301A MAINTAIN FINANCIAL RECORDS 60
- FNSICACC304B PREPARE AND BANK RECEIPTS 10
- FNSICACC306B PROCESS JOURNAL ENTRIES 10
- FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM 80
- FNSICGEN301B COMMUNICATE IN THE WORKPLACE 30
- FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE 50
- FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE 25
- FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY 30

Sectoral Core Units of Study

- FNSACCT502B PREPARE INCOME TAX RETURNS 60
- FNSACCT503B MANAGE BUDGETS AND FORECASTS 50
- FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY 60
- FNSACCT506B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES 40
- FNSACCT507B PROVIDE MANAGEMENT ACCOUNTING INFORMATION 60

Elective Units of Study

- FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION 60
- FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS 50
- BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS 50
- FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT 60
- BSBANK408B CONDUCT MARKET RESEARCH 60

Upon successful completion of the Diploma of Accounting, or equivalent, students are eligible to apply for entry into Stage 2 - Advanced Diploma of Accounting FNS60204.
ADVANCED DIPLOMA OF FINANCIAL SERVICES (I)
Course Code: FNS60104
Campus: Footscray Nicholson.
Scope of Delivery: Full Time
Career Opportunities: Financial Services Professional/Manager
Course Objectives: Provides skills and knowledge in organisational processes, compliance activities, financial systems and records, financial plans and operations and business performance
Aims to develop skills and knowledge for employees who work across the entire financial services spectrum with substantial business unit responsibility or professional expertise. This may include managing financial businesses or being a retail financial services professional.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, VTAC Applicants will be assessed by School as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.
Course Duration: 1 year
Course Structure: To attain an Advanced Diploma of Financial Services 18 units must be achieved:
- 4 industry core units (see note below), plus
- 14 elective units
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
Elective Units of Study
FNSICORG609B DEVELOP & MANAGE FINANCIAL SYSTEMS 60
FNSICPR603B DEVELOP A BUSINESS PLAN FOR A FINANCIAL PRODUCT 25
FNSICCUS601B ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS 50
FNSACCT604B MONITOR CORPORATE GOVERNANCE ACTIVITIES 60
FNSRISK601B DEVELOP & IMPLEMENT RISK MITIGATION PLAN 50
FNSACCT607B EVALUATE BUSINESS PERFORMANCE 60
FNSACCT610B DEVELOP & IMPLEMENT FINANCIAL STRATEGIES 60
FNSICOR604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM 30
FNSICOR606B MANAGE FLOW OF INFORMATION 60
FNSACCT506B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES 40
FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS 50
FNSICOR601B DEVELOP A BUDGET 60
FNSFLIT503B PROMOTE BASIC FINANCIAL LITERACY SKILLS 30
FNSICOR602B MANAGE A BUDGET
Note: Electives offered will be selected by the School and will be dependent upon the availability of suitable teaching resources.

ADVANCED DIPLOMA OF ACCOUNTING (I)
Course Code: FNS60204
Campus: Footscray Nicholson, St Albans.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Assistant accountant
Course Objectives: Develop skills needed to practice as an Assistant Accountant including: organisational processes, compliance, business performance, financial performance, auditing, tax plans and tax preparation, and corporate reporting
Aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.
Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level
Selection Criteria: Direct Entry, Written Application, VTAC Applicants will be assessed by the School as being capable of successfully completing the course OR have a combination of relevant educational and life experiences.
Course Duration: 2 years
Course Structure: To attain an Advanced Diploma of Accounting 17 units must be achieved:
- 4 industry core units, plus
- 5 prerequisite units common to the Diploma of Accounting, plus
- 1 sectoral core unit, plus
- 7 elective units
According to the Financial Services training package FNS04
Upon successful completion of Stage 1, Diploma of Accounting FNS50204 or equivalent, students are eligible to apply for entry into Stage 2, Advanced Diploma of Accounting (FNS60204).
Core Units of Study
FNSACCT604B MONITOR CORPORATE GOVERNANCE ACTIVITIES 60
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
Elective Units of Study
FNSACCT601B PREPARE COMPLEX TAX RETURNS AND LODGEMENTS 60
FNSACCT602B AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS 40
FNSACCT603B IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE 60
FNSACCT608B EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE 60
FNSACCT609B EVALUATE FINANCIAL RISK 40
FNSACCT610B DEVELOP & IMPLEMENT FINANCIAL STRATEGIES 60
FNSICCUS601B ESTABLISH, SUPERVISE & MONITOR KEY RELATIONSHIPS 50
BSBWOR502A ENSURE TEAM EFFECTIVENESS 60
FNSICOR608B MANAGE A PROJECT 50
FNSACCT613B PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION 60
FNSACCT614B PREPARE COMPLEX CORPORATE FINANCIAL REPORTS 60
To qualify for admission to the course, an applicant must
have successfully completed a course of study at year 12 or equivalent*. Year
12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry, Employer Choice
Course Duration: 3 months
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 8378 for more information.
The School offers 2 options/courses of study from the Training and Assessment Training Package to meet individual needs. Participants who hold the TAA50104 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 40
TAADEL401B PLAN AND ORGANISE GROUP-BASED DELIVERY 20
TAADEL403B FACILITATE INDIVIDUAL LEARNING 15
TAADEL404B FACILITATE WORK BASED LEARNING 15
TAAASS401C PLAN AND ORGANISE ASSESSMENT 10
TAAASS402C ASSESS COMPETENCE 15
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
BSBLED401A DEVELOP TEAMS AND INDIVIDUALS 40
BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION 40
BSBMMK413A PROMOTE PRODUCTS AND SERVICES 40
BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS 50
TAAASS301B CONTRIBUTE TO ASSESSMENT 10
TAADEL301C PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS 40
TAADEL402B FACILITATE GROUP BASED LEARNING 20
TAADEL405B COORDINATE AND FACILITATE DISTANCE-BASED LEARNING 30
TAAENV404B DEVELOP INNOVATIVE IDEAS AT WORK 35
TAALLN401B ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITH LEARNING AND ASSESSMENT PRACTICE 30
TAAAS5401B MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANISATIONS 40

Option Two: Upgrade to the Certificate IV in Training and Assessment
This program will be tailored to suit the individual. Contact the School for more information.

DIPLOMA OF TRAINING AND ASSESSMENT
Course Code: TAA50104
Campus: Industry, City King St.
Scope of Delivery: Part Time
Career Opportunities: Training and Development Managers, Instructional Designers
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.
Entry 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 Criteria: Direct Entry, Employer Choice
Course Duration: 1 year
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
- TAADES503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING 40
- TAAASS501B 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
- TAADLS01B FACILITATE E-LEARNING 30
- TAADLS02B FACILITATE ACTION LEARNING PROJECTS 30
- TAADLS04B LEAD AND COORDINATE TRAINING SERVICES 40
- TAATASS01B UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS 40
- TAATASS02B PREPARE A TENDER BID 20
- TAATASS03B MANAGE CONTRACTED WORK 20
- TAATASS04B FACILITATE GROUP PROCESSES 30
- TAACMQ501B DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES 40
- TAACMQ502B COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS. TRAINEES HIPS 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.

- BSBEBUSS08A BUILD A VIRTUAL COMMUNITY 30
- BSBFLM512A ENSURE TEAM EFFECTIVENESS 60
- BSBFLM514A MANAGE PEOPLE 60
- BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS 60
- BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS 60
- BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF 60
- BSBMKT501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES 70
- BSBPPK502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS 40
- CHCCAR501A PROVIDE CAREERS GUIDANCE 90
- PSPGOV504B COORDINATE RESEARCH AND ANALYSIS 60
- BSBWOR502A ENSURE TEAM EFFECTIVENESS 60
- BSBWrks509A MANAGE INDUSTRIAL RELATIONS 80

SUBJECTS

Below are subject details for courses offered by the School of Finance and Library in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBAUD402B PARTICIPATE IN A QUALITY AUDIT

Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Unit Hours: 40
Required Reading: No required reading
Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments

BSBEBUSS08A BUILD A VIRTUAL COMMUNITY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Set up a virtual community; Develop and manage a virtual community
Unit Hours: 30
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBFIA301A MAINTAIN FINANCIAL RECORDS

Locations: Footscray Nicholson, Industry, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors’ and creditors’ systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
Unit Hours: 60
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.
Certificate III in Micro Business Operations and Traineeships
Competency based assessments.
**BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS**

**Locations:** Footscray Nicholson, Industry, Footscray Park, St Albans

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

**Content:** 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.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** Assignments, classroom, tests. Graded assessment for FNS50107 Diploma of Financial Services.

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**BSBLED401A DEVELOP TEAMS AND INDIVIDUALS**

**Locations:** Footscray Nicholson, Newport, Industry, City King St

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

**Unit Hours:** 40

**Required Reading:** No required text. -

**Assessment:** Students are required to do assignments, classroom, tests, projects, case studies and/or presentations.

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**BSBMKG406A BUILD CLIENT RELATIONSHIPS**

**Locations:** To be advised.

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

**Content:** Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.

**Unit Hours:** 50

**Required Reading:** To be advised.

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

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**BSBMKG408A CONDUCT MARKET RESEARCH**

**Locations:** To be advised.

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

**Content:** This unit specifies the outcomes required to implement all aspects of a market research plan (with the exception of specialist statistical design and analysis). It involves conducting research, developing survey tools, recruiting respondents, gathering data and information from respondents, analysing research information, and preparing research reports.

**Unit Hours:** 80

**Required Reading:** To be advised.

**Assessment:** Tests, portfolio, presentation

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**BSBPM507A MANAGE PROJECT COMMUNICATIONS**

**Locations:** To be advised.

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

**Content:** This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.

**Unit Hours:** 40

**Required Reading:** To be advised.

**Assessment:** This unit may be assessed by tests, assignments, classroom, presentations, projects.

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**BSBRKG502A MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS**

**Locations:** To be advised.

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

**Content:** Develop key performance indicators for record keeping 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

**Unit Hours:** 50

**Required Reading:** To be advised.

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

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**BSBWRK509A MANAGE INDUSTRIAL RELATIONS**

**Locations:** Industry, City King St

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

**Content:** This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.

**Unit Hours:** 80

**Required Reading:** No required Text.

**Assessment:** Oral and written questioning, Oral presentation, Review of documentation, Written report, Practical demonstration, Case studies. TAA50105 Diploma of Training and Assessment

Assignments, workshop, workbased related projects and integrated assessment and or presentations.

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**BSZ401A PLAN ASSESSMENT**

**Locations:** To be advised.

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

**Content:** Requirements for planning an Assessment in a specific context; requirements for determining evidence; selecting appropriate Assessment methods and developing an Assessment tool.

**Unit Hours:** 15

**Required Reading:** To be advised.

**Assessment:** This unit may be assessed by tests, assignments, classroom.
BSZ402A CONDUCT ASSESSMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and cover the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.
Unit Hours: 15
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ403A REVIEW ASSESSMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Requirements to review assessment procedures in a specific context.
Unit Hours: 5
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ404A TRAIN SMALL GROUPS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignments and presentation

CHCCAR501A PROVIDE CAREERS GUIDANCE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests
Unit Hours: 90
Required Reading: To be advised.
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

CUECOR02A WORK WITH OTHERS
Locations: On-line
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge needed to work harmoniously and effectively with team members, colleagues and others in a work environment.
Unit Hours: 15
Assessment: Assignment Workbook Yes/No

CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS
Locations: On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Assessment: Assignment Workbook Yes/No

CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Locations: Footscray Nicholson, City Flinders, On-line
Prerequisite(s): To be advised.
Content: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.
Unit Hours: 60
Required Reading: -
Assessment: Library 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
Prerequisite(s): To be advised.
Content: Follow workplace procedures on health, safety and security.
Unit Hours: 15
Assessment: Assignment Workstation assessment Yes/No

CULLB001A DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Source and apply industry information; source and apply information on industry employment obligations and opportunities; seek opportunities to update knowledge.
Unit Hours: 60
Required Reading: -
Assessment: Assignments
CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

CULLB002A OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.
Unit Hours: 20
Required Reading: -
Assessment: Assignments

CULLB002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Establish and confirm customer’s information request/need; determine details of required information resources; search external and networked sources; obtain and return information.
Unit Hours: 20
Assessment: To be advised.
Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB003A RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Unit Hours: 80
Required Reading: -
Assessment: Assignments

CULLB003B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Unit 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.

CULLB004B PROCESS INFORMATION RESOURCE ORDERS

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Determine ordering requirements, order and receive information resources.
Unit 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.

CULLB005A SEARCH DATABASES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and access databases; search databases; check and download information.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignments

CULLB005B SEARCH DATABASES

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.
Unit 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.

CULLB203B DEVELOP AND USE INFORMATION LITERACY SKILLS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Source information; access information; prepare/present information; develop information literacy skills.
CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Process information resources; arrange resources to facilitate access.
Unit Hours: 30
Required Reading: -
Assessment: Assignments

CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: -
Assessment: Assignments

CULLB206B ASSIST WITH CIRCULATION SERVICES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide information to customers in relation to circulation/ lending; process loan transactions; process financial transactions.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assignments

CULLB206C ASSIST WITH CIRCULATION SERVICES
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to process loan transactions and assist customers with circulation/lending enquiries.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select cataloguing tools; apply cataloguing tools.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assignments

CULLB302C USE CATALOGUING TOOLS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Use multimedia; maintain multimedia equipment/ programs; evaluate multimedia options.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignments

CULLB401B ASSIST CUSTOMERS TO ACCESS INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine customer’s information requirements; advise customers on independent access opportunities; source and provide information.
CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assignments

CULLB412B UNDERTAKE CATALOGUING ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Construct bibliographic descriptions; locate, retrieve and transfer bibliographic information/records; provide cataloguing support.
Unit Hours: 100
Required Reading: -
Assessment: Assignments and presentation

CULLB412C UNDERTAKE CATALOGUING ACTIVITIES

Locations: Footscray Nicholson, On-line
Prerequisite(s): CULLB302C - USE CATALOGUING TOOLS Cataloguing 1 is the beginning cataloguing unit which provides a foundation of study in cataloguing for this more advanced module.
Content: 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.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify description requirements; analyse material; describe material and format description; monitor and review analysis and description practices and procedures.
Unit Hours: 30
Required Reading: -
Assessment: Assignments

CULLB505C ANALYSE AND DESCRIBE INFORMATION MATERIALS

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Analyse format and content of material; catalogue material; contribute to maintenance and development of cataloguing practices.
Unit Hours: 100
Required Reading: To be advised.
Assessment: Assignments

CULLB506C CATALOGUE AND CLASSIFY MATERIAL

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to analyse, catalogue and classify material to facilitate customer access.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Evaluate current systems and services; evaluate potential new systems and services; establish systems and services.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Assignments
CULLB508C MONITOR AND ENHANCE INFORMATION ACCESS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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.

CULLB510C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review collection; develop/access acquisition recommendations; access qualities of recommended acquisitions; review supplier and format options; recommend and/or act on selections.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Assignments

CULLB509C SELECT AND ACQUIRE INFORMATION MATERIALS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.
Unit Hours: 50
Required Reading: -
Assessment: Assignments

CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.
Unit Hours: 50
Required Reading: -
Assessment: Assignments

CULLB510B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Unit Hours: 50
Required Reading: -
Assessment: Assignments

CULLB701B ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Analyse specialist/ complex material; describe specialist/ complex material; contribute to enhancement of systems for describing material.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum
CULLB701C ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor and evaluate customer information requirements; develop and maintain policies and strategies for information availability and access; implement and manage information access policies; develop and manage cooperative information access activities; manage change in relation to information access.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

CULLB708C MANAGE INFORMATION ACCESS

Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Prerequisite(s): To be advised.
Content: 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.
Unit 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
Prerequisite(s): To be advised.
Content: 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.
Unit 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

CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION

Locations: On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.
Unit Hours: 30
Assessment: Assignment Workbook Yes/No

CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION

Locations: On-line
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.
Unit Hours: 40
Assessment: Assignment Catalogue 4 different kinds of items according to the Museums standards Yes/No

CULMS506B PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.
Unit Hours: 60
Required Reading: -
Assessment: Assignments and presentation
CULMSS06C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS
Locations: Footscray Nicholson, On-line
Prerequisite(s): To be advised.
Content: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop support materials; evaluate activity, event or program.
Unit Hours: 60
Required Reading: No required text.
Assessment: To be advised.

FNSACCT401B PROCESS BUSINESS TAX REQUIREMENTS
Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to maintain the taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax.
Unit Hours: 50
Required Reading: Office Tax Procedures Bowers, Helen; Vinton, Robert; Vidler, Robyn 8th Edition Pearson Education
Assessment: This unit is assessed via tests and assignments.

FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT
Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to work and make appropriate decisions within a legal context.
Unit Hours: 60
Assessment: Quiz, test, assignment

FNSACCT405B PREPARE FINANCIAL STATEMENTS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.
Unit Hours: 60
Assessment: Test and practical demonstration

FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM
Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to establish and operate under supervision, a computerised accounting system.
Unit Hours: 80
Assessment: Test, practical demonstration and case study

FNSACCT501B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The unit covers the competency to analysis and report a broad range of financial and business performance information.
Unit Hours: 60
Required Reading: -
Assessment: Case study, test

FNSACCT502B PREPARE INCOME TAX RETURNS
Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the preparation of income tax returns for individuals in accordance with statutory requirements.
Unit Hours: 60
Assessment: Tests, case study

FNSACCT503B MANAGE BUDGETS AND FORECASTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the competency to prepare and manage budgets and forecasts.
Unit Hours: 50
Required Reading: -
Assessment: Case study, test

FNSACCT504B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY
Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the development and preparation of financial reports for a reporting entity.
Unit Hours: 60
Required Reading: Company Accounting & Financial Statements DeLange, Paul; Rodgers, Robert; Clarke, Edward 4th Edition Thompson Publishing
Assessment: Tests and practical assignment
FNSACCT505B  ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit covers the competency to establish and maintain accounting information systems.

Unit Hours: 60

Required Reading: Accounting Systems Design Trennery, Alan Pearson Education

Assessment: Assignment, test and research report

FNSACCT506B  IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Locations: Footscray Nicholson, Industry, Footscray Park

Prerequisite(s): To be advised.

Content: This unit covers the implementation and maintenance of internal control procedures for corporate governance.

Unit Hours: 40

Required Reading: -

Assessment: Case study, test, assignment, portfolio.

FNSACCT507B  PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the competency to calculate and record the costs of products and services.

Unit Hours: 60

Required Reading: -

Assessment: Case study, test

FNSACCT601B  PREPARE COMPLEX TAX RETURNS AND LODGEMENTS

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit covers the competency to analyse taxation related data and prepare complex taxation returns and lodgements.

Unit Hours: 60


Assessment: Test and practical demonstration

FNSACCT602B  AUDIT AND REPORT ON FINANCIAL SYSTEMS AND RECORDS

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit covers the competency to supervise an audit of financial systems and prepare the appropriate reports.

Unit Hours: 60


Assessment: Assignment and Test

FNSACCT603B  IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit covers the competency to implement tax plans and evaluate tax compliance.

Unit Hours: 60


Assessment: Test and practical demonstration

FNSACCT604B  MONITOR CORPORATE GOVERNANCE ACTIVITIES

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit covers the competency to develop and implement processes and procedures for meeting corporate governance obligations.

Unit Hours: 60

Required Reading: No text required

Assessment: Article analysis, presentations and test

FNSACCT607B  EVALUATE BUSINESS PERFORMANCE

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit covers the competency to determine the performance of an organisation's business operations.

Unit Hours: 60


Assessment: Tests and assignments

FNSACCT608B  EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE

Locations: Footscray Nicholson, St Albans

Prerequisite(s): To be advised.

Content: This unit covers the analysis and estimation process required to determine an organisation's financial position and performance. This unit replaces FNBACC15B.

Unit Hours: 60


Assessment: Assignment and Test
FNSACCT609B EVALUATE FINANCIAL RISK
Locations: Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to identify, assess and manage the risks associated with an organisation’s cash flow or assets and securities.
Unit Hours: 40
Required Reading: No text required
Assessment: Project work and test

FNSACCT610B DEVELOP & IMPLEMENT FINANCIAL STRATEGIES
Locations: Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to develop and implement long term plans for the optimisation of financial outcomes for an organisation.
Unit 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
Prerequisite(s): To be advised.
Content: This unit covers the competency to calculate, record and analyse the costs of products, services and other organisational activities.
Unit 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
Prerequisite(s): To be advised.
Content: This unit covers the competency to develop and prepare financial reports for complex reporting entities.
Unit 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
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Unit Hours: 50
Required Reading: No text required
Assessment: Case study, assignments, presentations and role play

FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Unit Hours: 50
Required Reading: No required text
Assessment: Case study, assignments, presentations and role play

FNSBANK503B PROVIDE BUSINESS ADVISOR SERVICES WITHIN A FINANCIAL SERVICES CONTEXT
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.
Unit Hours: 50
Required Reading: Writing your Plan for Small Business Success Birt, Ian 3rd Edition Pearson Education
Assessment: Case study, assignment and test

FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK
Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.
Unit Hours: 40
Assessment: Assignment and presentation
FACULTY OF WORKFORCE DEVELOPMENT

FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.
Unit Hours: 25
Assessment: Case study, assignment

FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION, INDUSTRY AND PROFESSIONAL CODES OF PRACTICE

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.
Unit Hours: 80
Required Reading: No prescribed text
Assessment: Case study, assignment and test

FNSCRDT401B EVALUATE CREDIT APPLICATIONS

Locations: Footscray Nicholson, Footscray Park
Prerequisite(s): To be advised.
Content: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.
Unit 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

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.
Unit Hours: 20
Required Reading: Banking and Lending Practice Weaver, P.M & Kingsley, C.D 4th Edition Law Book Company
Assessment: Test and assignment

FNSFLIT503B PROMOTE BASIC FINANCIAL LITERACY SKILLS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge to promote customer awareness of basic financial literacy skills necessary for beginning to make informed financial decisions. It covers the need and purpose of bank accounts, basic savings and investment principles, risk and return, and the role of insurance and superannuation.
Unit Hours: 30
Required Reading: No text required
Assessment: Case study, assignment and test

FNSFMKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Unit Hours: 60
Required Reading: No text required
Assessment: Case study, assignment and test

FNSICACC304B PREPARE AND BANK RECEIPTS

Locations: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the functions involved in preparing and banking financial receipts.
Unit 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: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit describes the functions involved in processing financial journal entries.
Unit 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
Prerequisite(s): To be advised.
Content: This unit describes the skill involved in establishing and managing key relationships in the organisation.
FNSICGEN301B COMMUNICATE IN THE WORKPLACE

Locations: Footscray Nicholson, Industry, Footscray Park
Prerequisite(s): To be advised.
Content: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.
Unit Hours: 30
Required Reading: -
Assessment: Projects, assignments, group work, research.

FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE

Locations: Footscray Nicholson, Industry, Footscray Park
Prerequisite(s): To be advised.
Content: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.
Unit Hours: 50
Required Reading: -
Assessment: Test, practical demonstration, portfolio.

FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE

Locations: Werribee, Footscray Nicholson, Industry, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work.
Unit Hours: 25
Required Reading: No text required
Assessment: Project or assignment

FNSICGEN502B SOLVE WORKPLACE PROBLEMS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.
Unit 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: Werribee, Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Unit Hours: 30
Required Reading: No text required
Assessment: Assignment or case study and presentation

FNSICORG501B DEVELOP A BUDGET

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the planning for and development of a budget for a small organisation or for a section of a large organisation.
Unit Hours: 60
Required Reading: Introduction to Budgeting Bear, Blythe and Flanders 4th Edition Thomson
Assessment: Test and case study

FNSICORG502B MANAGE A BUDGET

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the management and reporting of actual income and expenditure against an agreed budget.
Unit Hours: 60
Required Reading: Introduction to Budgeting Bear, Blythe & Flanders 4th Edition Thomson Publishing
Assessment: Test and case study

FNSICORG508B MANAGE A PROJECT

Locations: Footscray Nicholson, St Albans
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge needed to plan, manage and evaluate a project.
Unit Hours: 50
Required Reading: No text required
Assessment: Maintenance of Journal, class briefings, critical analysis and interviews

FNSICORG519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG604B PROVIDE LEADERSHIP AND MOTIVATION IN A WORKPLACE TEAM

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the function associated with leading a staff team to achieve work tasks and goals.
Unit Hours: 30
Required Reading: No text required
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICORG606B MANAGE FLOW OF INFORMATION

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit describes the functions involved in establishing and managing systems for the flow of information within an organisation and between the organisation and clients.
Unit Hours: 60
Required Reading: -
Assessment: This unit may be assessed by assignments, tests, classwork, projects.

FNSICORG609B DEVELOP & MANAGE FINANCIAL SYSTEMS

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers strategic management of finances in a small organisation or part of a large organisation. It includes systems design to accommodate accounting, budgeting, cash flow analysis and financial planning. It is not concerned with day-to-day bookkeeping or clerical administration of financial records. Performance outcomes in this area are directly linked to organisation performance as defined in the strategic plan.
Unit 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

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the development of a plan for a financial product from the initial concept to the presentation of the plan for approval.
Unit Hours: 25
Required Reading: -
Assessment: Case study, assignment and test

FNSICSAM401B SELL FINANCIAL PRODUCTS AND SERVICES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Unit Hours: 30
Required Reading: Study Guide - Selling Financial Products & Services
Assessment: Presentation, assignment, test

FNSRISK501B UNDERTAKE RISK IDENTIFICATION

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Unit Hours: 40
Required Reading: Identifying and Managing Risk Baker, W & Reid, H Pearson Education
Assessment: Tests and assignment

FNSRISK601B DEVELOP & IMPLEMENT RISK MITIGATION PLAN

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit covers the development and implementation of a plan/strategy for the treatment of the organisation's risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Unit Hours: 50
Required Reading: No text required
Assessment: Tests and assignment

SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Unit 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.
**SIRXMG006A INITIATE AND IMPLEMENT CHANGE**

Locations: Industry  
Prerequisite(s): To be advised.  
Content: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.  
Unit 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: Newport, Industry, City King St  
Prerequisite(s): To be advised.  
Content: Specifies the competency required to contribute to the assessment process.  
Unit 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: Newport, Industry, City King St  
Prerequisite(s): To be advised.  
Content: Required to plan and organize the assessment process in a competency-based assessment system.  
Unit Hours: 10  
Required Reading: No required text.  
Assessment: Assignment and projects.

**TAAASS402C ASSESS COMPETENCE**

Locations: Newport, Industry, City King St  
Prerequisite(s): To be advised.  
Content: This unit specifies the competence required to assess the competence of a candidate.  
Unit Hours: 15  
Required Reading: No required text.  
Assessment: Assignments and projects.

**TAAASS403B DEVELOP ASSESSMENT TOOLS**

Locations: Newport, Industry, City Queen  
Prerequisite(s): To be advised.  
Content: Specifies the competency required to develop assessment tools.  
Unit 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: Newport, Industry, City King St  
Prerequisite(s): To be advised.  
Content: Required to participate in an assessment validation process.  
Unit Hours: 20  
Required Reading: No required reading  
Assessment: Participate in two assessment validation sessions/workshops.

**TAAASS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES**

Locations: Werribee, Footscray Nicholson, Sunshine, St Albans  
Prerequisite(s): To be advised.  
Content: Develop and extend assessment expertise; lead assessment activities; monitor assessment practice; coordinate assessment validation activities; manage assessment appeals.  
Unit Hours: 50  
Required Reading: No required text.  
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

**TAACMQ501A DEVELOP TRAINING AND/OR ASSESSMENT ORGANISATIONAL POLICIES AND PROCEDURES**

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Gather and analyse information for policy and procedures development; Develop the policies and procedures; Identify implementation requirements; Monitor and review policies and procedures.  
Unit 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: Industry, City King St  
Prerequisite(s): To be advised.  
Content: This unit specifies the competency required to plan and coordinate the training and assessment requirements of apprenticeships/ traineeships.  
Unit Hours: 40  
Required Reading: No required text.  
Assessment: To be advised.

**TAACMQ502A COORDINATE TRAINING AND/OR ASSESSMENT ARRANGEMENTS FOR APPRENTICESHIPS. TRAINEESHIPS**

Locations: To be advised.  
Prerequisite(s): To be advised.
Content: Establish training and/or assessment requirements for apprenticeships/traineeships; Plan and organise training and/or assessment arrangements; Monitor workplace training and/or assessment; Manage compliance requirements; Review apprenticeship/traineeship arrangements

Unit Hours: 20

Required Reading: -

Assessment: This unit may be assessed by case studies, assignments, presentation.

TAACMQ503A LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Identify the basis for the evaluation; Plan evaluation of training and/or assessment services/system; Conduct evaluation; Determine and report evaluation outcomes.

Unit Hours: 45

Required Reading: -

Assessment: This unit may be assessed by case studies, assignments, projects, classwork, presentation.

TAACMQ504A DETERMINE AND MANAGE SCOPE OF TRAINING AND/OR ASSESSMENT SERVICES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Investigate scope of training and/or assessment services; Identify organisational capacity and appropriateness of providing training and/or assessment services; Coordinate legal/organisation requirements; Monitor scope of training and/or assessment services.

Unit Hours: 20

Required Reading: -

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: Industry, City King St

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 20

Required Reading: No required text.

Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ505A LEAD A TEAM TO FOSTER INNOVATION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Provide a model of innovative practice; Organise teams to maximise innovation; Organise work to facilitate innovative practices; Provide guidance and monitor innovation at work practices; Review the use of innovation at work skills in a team environment.

Unit Hours: 35

Required Reading: To be advised.

Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAACMQ505B LEAD A TEAM TO FOSTER INNOVATION

Locations: Industry, City King St

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to lead a workplace team in ways that foster innovative work practices.

Unit Hours: 35

Required Reading: No required text.

Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL301C PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS

Locations: Newport, Industry, City King St

Prerequisite(s): To be advised.

Content: Competency required to conduct individual and group instruction and demonstration of work skills.

Unit Hours: 40

Required Reading: No required text.

Assessment: To be advised.
TAADEL401B PLAN AND ORGANISE GROUP-BASED DELIVERY
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Plan and organize training for individuals within a group.
Unit 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, Newport, Industry, City King St, Off-shore, Samoa
Prerequisite(s): To be advised.
Content: Specifies the competency required to facilitate learning by individuals within a group.
Unit 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.

PSP51304 Diploma of Government (Project Management) and Traineeships:
Assignments, presentations, observation, demonstration and group work.

TAADEL403B FACILITATE INDIVIDUAL LEARNING
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Unit 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.

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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.

TAADEL404B FACILITATE WORK BASED LEARNING
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Specifies the competency required to use work effectively as a learning process.
Unit Hours: 15
Required Reading: No required reading
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway

TAADEL405B COORDINATE AND FACILITATE DISTANCE-BASED LEARNING
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Required to coordinate, organize and facilitate a distance-based learning process.
Unit 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: Industry, City King St
Prerequisite(s): To be advised.
Content: Facilitate learning delivered via electronic media.
Unit Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL502B FACILITATE ACTION LEARNING PROJECTS
Locations: Industry, City King St
Prerequisite(s): To be advised.
Content: Facilitate a group to engage in action learning projects.
Unit Hours: 30
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL503B PROVIDE ADVANCED FACILITATION TO SUPPORT LEARNING
Locations: Werribee, Footscray Nicholson, Industry, Sunshine, St Albans
Prerequisite(s): To be advised.
Content: Develop and extend teaching, facilitation and learning practices; Develop learner independence; Manage learning; Reflect on teaching, facilitation and learning practices.
Unit Hours: 40
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.
TAADEL504A LEAD AND COORDINATE TRAINING SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Organise and arrange training services; Organise and lead training personnel; Monitor training operations
Unit Hours: 40
Required Reading: -
Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAADEL504B LEAD AND COORDINATE TRAINING SERVICES

Locations: Industry, City King St
Prerequisite(s): To be advised.
Content: Organise and arrange training services; Organise and lead training personnel; Monitor training operations
Unit 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: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.
Unit 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: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: 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 organisational performance standards, product equipment specifications and workplace procedures.
Unit 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

TAADES501B DESIGN AND DEVELOP LEARNING STRATEGIES

Locations: Industry, City King St
Prerequisite(s): To be advised.
Content: Determine the parameters of the learning strategy; develop the framework for the learning strategy; devised the content and structure of the learning strategy; review the learning strategy.
Unit Hours: 40
Required Reading: No required reading.
Assessment: To be advised.

TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES

Locations: Industry, City King St
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to design and develop resources to support learning.
Unit 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: Industry, City King St
Prerequisite(s): To be advised.
Content: Research the requirements for e-learning resources and to design resources based on that research.
Unit 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: Industry, City King St
Prerequisite(s): To be advised.
Content: Develop and evaluate e-learning resources based on an agreed design concept.
Unit 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: Industry, City King St
Prerequisite(s): To be advised.
Content: Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.
Unit 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: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Competency required to work effectively in the policy and operating environment of the vocational education and training sector.
Unit 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

TAAENV402B FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
Unit Hours: 10
Required Reading: No required reading
Assessment: In-class activities; demonstrate inclusive practices in facilitation.

TAAENV403B ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Competency required to ensure the health, safety and welfare of learners and candidates.
Unit 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.

TAAENV404B DEVELOP INNOVATIVE IDEAS AT WORK
Locations: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.
Unit 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: Industry, City King St
Prerequisite(s): To be advised.
Content: 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.
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
Unit Hours: 30
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: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: Recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
Unit 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: Newport, Industry, City King St
Prerequisite(s): To be advised.
Content: This unit specifies the competency required to maintain training and/or assessment information requirements.
Unit Hours: 40
Required Reading: No required text.
Assessment: Assignments and projects.
TAATAS501B UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS

Locations: Industry, City King St

Prerequisite(s): To be advised.

Content: Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

Unit Hours: 40

Required Reading: No required text.

Assessment: Assignments, workshop, work based related projects and integrated assessment and or presentations.

TAATAS502A PREPARE A TENDER BID

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Determine tender requirements; Develop tender content; Prepare tender bid

Unit Hours: 20

Required Reading: -

Assessment: This unit may be assessed by assignments, classwork

TAATAS502B PREPARE A TENDER BID

Locations: Industry, City King St

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to bid for the provision of goods or services through a tender process.

Unit Hours: 20

Required Reading: No required text.

Assessment: Assignments, workshop, work based related projects and integrated assessment and or presentations.

TAATAS503A MANAGE CONTRACTED WORK

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Develop effective planning instruments; Organise resources and support processes; Manage implementation of contractual requirements; Evaluate management efficacy

Unit Hours: 20

Required Reading: -

Assessment: This unit may be assessed by case studies, assignments, projects, classwork

TAATAS503B MANAGE CONTRACTED WORK

Locations: Industry, City King St

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to manage work undertaken under contract.

Unit Hours: 20

Required Reading: No required text.

Assessment: Assignments, workshop, work based related projects and integrated assessment and or presentations.

TAATAS504A FACILITATE GROUP PROCESSES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Establish group objectives and processes; Manage facilitation; Develop group outcomes; Finalise group process

Unit Hours: 30

Required Reading: To be advised.

Assessment: This unit may be assessed by case studies, assignments, projects, classwork.

TAATAS504B FACILITATE GROUP PROCESSES

Locations: Industry, City King St

Prerequisite(s): To be advised.

Content: This unit specifies the competency required to lead or facilitate group processes to achieve an agreed outcome.

Unit 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: Industry, City King St

Prerequisite(s): TAAASS401A - PLAN AND ORGANISE ASSESSMENT

Content: 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.

Unit Hours: 30

Required Reading: No required text

Assessment: Simulations, Role Play, and Work based project providing evidence of demonstrated practice.
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year Entry Requirements:

The course is appropriate for workers primarily in residential facilities under direct or for successful transition into the workforce or further study.

Scope of Delivery: Part Time

Career Opportunities: To be advised.

Course Objectives: This course develops Level II First Aid competencies required by Care Workers to respond effectively and safely both in emergency and in day-to-day first aid situations.

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

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

Selection Criteria: Written Application, Practical Test Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration: 0.5 years

Course Structure: 6 months part-time.

Core Units of Study

Certificate III in Aged Care Work

Course Code: CHC30102


Scope of Delivery: Part Time

Career Opportunities: When you graduate, you will be qualified to be an Aged Care Worker providing personal care in residential care facilities.

Course Objectives: This course enables students from non-English speaking backgrounds to improve their English language skills in reading, writing, speaking and listening; develop their knowledge of Australian society; and develop strategies for successful transition into the workforce or further study.

The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

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

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Course Objectives: This course enables students from non-English speaking backgrounds to improve their English language skills in reading, writing, speaking and listening; develop their knowledge of Australian society; and develop strategies for successful transition into the workforce or further study.

The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

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

Selection Criteria: Written Application, Practical Test Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration: 0.5 years

Course Structure: 6 months part-time.
CERTIFICATE III IN HOME AND COMMUNITY CARE

Course Code: CHC30202


Scope of Delivery: Part Time

Career Opportunities: This course is for people wishing to provide care for people living in their own homes.

Course Objectives: This course provides a pathway qualification into community services work.

The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

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

Selection Criteria: Interview Group interview sessions are conducted.

Course Duration: 0.5 years

Course Structure: At this stage, this course is currently delivered to industry groups only.
Core Units of Study

- CHCAC3C ORIENTATION TO AGED CARE WORK 50
- CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 60
- CHCCOM32B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20
- CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR 40
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT 50
- CHCHC302A PROVIDE PERSONAL CARE 50
- CHCINF8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
- CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK 30

Elective Units of Study

You will need to choose at least five units selected by the student with the approval of the Head of Department, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III:

- CHCAC1C PROVIDE SUPPORT TO AN OLDER PERSON 50
- CHCAC2C PROVIDE PERSONAL CARE 50
- CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
- CHCAC7A SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE 20
- CHCA004B SUPPORT PEOPLE WITH ALCOHOL AND/ OR OTHER DRUGS ISSUES 70
- CHCHC301C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM 30
- CHCCS304A ASSIST WITH SELF MEDICATION 40
- CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR 40
- CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES 75
- CHCCS59A PROVIDE SUPPORT SERVICES TO CLIENTS 50
- CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES 90
- CHCDIS3C PROVIDE SUPPORT SERVICES TO PEOPLE WITH DISABILITIES 50
- CHCGROUP2C SUPPORT GROUP ACTIVITIES 20
- HLTCSD3A PREPARE AND MAINTAIN BEDS 15
- HLTCSD7A CARE FOR HOME ENVIRONMENT OF CLIENTS 20
- HLTCSD8A TRANSPORT CLIENTS/ PATIENTS 20
- HLTF01A APPLY BASIC FIRST AID 10
- HLTF02A APPLY ADVANCED FIRST AID 30
- HLFT15A PERFORM KITCHENWARE WASHING 10
- HLFT17A FOLLOW BASIC FOOD SAFETY PRACTICES 20
- HLTF58A TRANSPORT FOOD 20
- HLGM1A PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY 20
- HLGM3A PERFORM MINOR GENERAL MAINTENANCE 20
- HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS 20
- HLTM52A PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS 20
- HLTM55A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT 30

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

CERTIFICATE IV IN AGED CARE WORK
Course Code: CHC40102

Scope of Delivery: Part Time, Full Time
Career Opportunities: When you graduate, you will be qualified to be a Supervisor or Team Leader of an Aged Care facility.
Course Objectives: The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.

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

Selection Criteria: Interview Group interview sessions are conducted.

Course Duration: 1 year

Course Structure: 1 year part-time.

Core Units of Study

- CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS 50
- CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS 100
- CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES 50
- CHCAC12C PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS 90
- CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
- CHCINF2B MAINTAIN ORGANISATION'S INFORMATION SYSTEMS 40
- CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT 50
- CHCMAN3B UNDERTAKE ADMINISTRATIVE WORK 50
- CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES 50
- CHCOHS5A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50

Elective Units of Study

You will need to choose at least three units, with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV:

- BSZ404A TRAIN SMALL GROUPS 30
- CHCAD1C ADVOCATE FOR CLIENTS 20
- CHCCD1B SUPPORT COMMUNITY PARTICIPATION 50
- CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS 50
- CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS 150
- CHCCD5B DEVELOP COMMUNITY RESOURCES 90
- CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS 50
- HLTFA1A APPLY BASIC FIRST AID 10
- HLTFA2A APPLY ADVANCED FIRST AID 30
- CHCINF7B MEET INFORMATION NEEDS OF THE COMMUNITY 70
- CHCNET2B MAINTAIN EFFECTIVE NETWORKS 50
- CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT 50
- CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES 50
- CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA 60
- CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION 50
- CHCCS304A ASSIST WITH SELF MEDICATION 40
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER 50
- CHCGROUP25B RECRUIT AND CO-ORDINATE VOLUNTEERS 70
- SRCCRO009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS 30
- HLTFA301B APPLY FIRST AID 18

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

CERTIFICATE IV IN SERVICE CO-ORDINATION (AGEING AND DISABILITY)

Course Code: CHC40202

Campus: Footscray Nicholson.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Team leader, Supervisor, Manager.

Course Objectives: The course is appropriate for workers in residential facilities and/or community care agencies.

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

Selection Criteria: Written Application To be advised.

Course Duration: 1 year

Course Structure: The course may be offered on a full-time basis over a minimum of 755 nominal hours or part-time equivalent.

Core Units of Study

- CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS 100
- CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS 75
- CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
- CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY 75
- CHCINF3B CO-ORDINATE INFORMATION SYSTEMS 75
- CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
- CHCNET4A WORK WITH OTHER SERVICES 70
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- CHCORG23A CO-ORDINATE WORK 60
- CHCOHS5A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50

Elective Units of Study

At least five units, selected by the student with the approval of the Head of Department, from the following, from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV level:

Unit of Study Code Hours

- CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS 100
- CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS 75
- CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS 50
- CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY 75
- CHCINF3B CO-ORDINATE INFORMATION SYSTEMS 75
- CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS 40
- CHCNET4A WORK WITH OTHER SERVICES 70
- CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 30
- CHCORG23A CO-ORDINATE WORK 60
- CHCOHS5A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE 50
To qualify for admission to the course, an applicant must undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: 0.5 years

Course Structure: 6 months full-time and also flexible delivery. Flexible Delivery.

Core Units of Study

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HLT31702</td>
<td>Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)</td>
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<tr>
<td>CHCAD2B</td>
<td>A Support for the Interests, Rights and Needs of Clients Within Duty of Care Requirements</td>
<td>75</td>
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<tr>
<td>CHCCD1B</td>
<td>Support Community Participation</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD4B</td>
<td>Develop and Implement Community Programs</td>
<td>150</td>
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<tr>
<td>HLF1A</td>
<td>Apply Basic First Aid</td>
<td>10</td>
</tr>
<tr>
<td>HLF2A</td>
<td>Apply Advanced First Aid</td>
<td>30</td>
</tr>
<tr>
<td>CHCCD13B</td>
<td>Work Within Specific Communities</td>
<td>70</td>
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<tr>
<td>CHCDS3C</td>
<td>Provide Services to People with Disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCDS4B</td>
<td>Design Procedures for Support</td>
<td>90</td>
</tr>
<tr>
<td>CHCDS5C</td>
<td>Plan and Implement Community Integration</td>
<td>90</td>
</tr>
<tr>
<td>CHCDS7B</td>
<td>Design and Adapt Surroundings to Group Requirements</td>
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<tr>
<td>CHCN1F</td>
<td>Meet Information Needs of the Community</td>
<td>70</td>
</tr>
<tr>
<td>CHCNET2B</td>
<td>Maintain Effective Networks</td>
<td>50</td>
</tr>
<tr>
<td>HLTCS06A</td>
<td>Respond Effectively to Difficult or Challenging Behaviour</td>
<td>20</td>
</tr>
<tr>
<td>CHCOR65B</td>
<td>Maintain an Effective Work Environment</td>
<td>50</td>
</tr>
<tr>
<td>CHCOR625B</td>
<td>Recruit and Co-ordinate Volunteers</td>
<td>70</td>
</tr>
<tr>
<td>CHCSS303A</td>
<td>Provide Physical Assistance with Medication</td>
<td>50</td>
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<tr>
<td>CHCSS304A</td>
<td>Assist with Self Medication</td>
<td>40</td>
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<tr>
<td>CHCSS401A</td>
<td>Facilitate Co-operative Behaviour</td>
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<td>CHCSS402A</td>
<td>Respond Holistically to Client Issues</td>
<td>75</td>
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<tr>
<td>CHCHC71C</td>
<td>Identify and Respond to Children and Young People at Risk of Harm</td>
<td>30</td>
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<tr>
<td>CHCGRP3C</td>
<td>Plan and Conduct Group Activities</td>
<td>50</td>
</tr>
<tr>
<td>CHCADMIN3B</td>
<td>Undertake Administrative Work</td>
<td>50</td>
</tr>
</tbody>
</table>

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

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

**CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (HOSPITAL/COMMUNITY HEALTH PHARMACY ASSISTANCE)**

Course Code: HLT31402

Campus: Footscray Nicholson, Industry, Campus based.

Scope of Delivery: Full Time

Career Opportunities: Assistant to a pharmacist in a hospital or community health setting.

Course Objectives: (For continuing students only)

The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

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

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

**CERTIFICATE III IN HEALTH SERVICE ASSISTANCE (ALLIED HEALTH ASSISTANCE)**

Course Code: HLT31702

Campus: Sunbury.

Scope of Delivery: Part Time

Career Opportunities: Occupational Therapy Aide, Therapy Assistant, Physiotherapy Aide, Speech Pathology Aide, Nutrition Assistant, Allied Health Assistant.

Course Objectives: (For continuing students only)

This course aims to provide students with the skills required to assist healthcare professionals (therapists) in carrying out their duties in nursing homes. To obtain the skills required to assist healthcare professionals (therapists) in carrying out their duties in nursing homes.

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

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

Selection Criteria: Direct Entry

Course Duration: 0.5 years

Course Structure: 6 months full-time and also flexible delivery. Flexible Delivery.

Core Units of Study

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<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>HLT31702</td>
<td>Certificate III in Health Service Assistance (Allied Health Assistance)</td>
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<tr>
<td>BSBCMN203A</td>
<td>Communicate in the Workplace</td>
<td>40</td>
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<tr>
<td>BSBCMN204A</td>
<td>Work Effectively with Others</td>
<td>15</td>
</tr>
<tr>
<td>BSBCMN302A</td>
<td>Organise Personal Work Priorities and Development</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>Use Business Technology</td>
<td>30</td>
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</table>
qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Interview, Written Test, Practical Test

Course Duration: 3 months

Course Structure: 13 weeks at 2 days per week or 25 weeks at 1 day per week. Part-Time.

Core Units of Study

PART A

All of the following

- HLTHIR2A  CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY 30
- BSBCMN203A  COMMUNICATE IN THE WORKPLACE 40
- BSBCMN204A  WORK EFFECTIVELY WITH OTHERS 15
- BSBCMN302A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
- HLTIN1A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES 20
- HLTHSE1A  FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES 20
- HLTATH1A  ASSIST WITH THE PROVISION OF AN ALLIED HEALTH THERAPY PROGRAM 30

PART B

Three units from the following

- HLTCSD4A  SUPPORT THE CARE OF CLIENTS AND/OR PATIENT 20
- HLTCSD5A  ASSIST WITH CLIENT/PATIENT MOVEMENT 20
- CHCAC3C  ORIENTATION TO AGED CARE WORK 50
- CHCDISTC  ORIENTATION TO DISABILITY WORK 50

PART C

At least two units from the Health Services Assistance group with nominal AQF III alignment as listed in the Health Training Package HLT02.

Elective Units of Study

One elective unit may be selected from:
- Health Training Package units available at Certificate III
- Community Services Training Package units available at Certificate III
- Other national Training Package units available at Certificate III

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

Course Code: HLT32507

Campus: Industry.

Scope of Delivery: Part Time

Career Opportunities: Ward work, patient services and hospital orderly work.

Course Objectives: 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.

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.

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

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

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

Selection Criteria: Employer Choice

Course Duration: 1 year

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
- HLTHIN301A  COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
- HLTDOH5200A  PARTICIPATE IN OHS PROCESSES 20
- BSBMED201A  USE BASIC MEDICAL TERMINOLOGY 30
- HLTAP301A  RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT 70
- BSFlmN303B  CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

Elective Units of Study

- HLTCSD201B  MAINTAIN HIGH STANDARD OF CLIENT SERVICES 30
- HLTCSD304B  SUPPORT THE CARE OF CLIENTS 20
- HLTCSD305B  ASSIST WITH CLIENT MOVEMENT 20
- HLTCSD208B  TRANSPORT CLIENTS 20
- HLTHIR403B  WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
- CHCCS401A  FACILITATE CO-OPERATIVE BEHAVIOUR 40
- HLTCSD306B  RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20
- HLTCSD307B  CARE FOR THE HOME ENVIRONMENT OF CLIENTS 20
- CHCAHH1B  ORIENTATION TO MENTAL HEALTH WORK 50
- SITXOHS5001A  FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES 10
- HLTTA301B  APPLY FIRST AID 18
CERTIFICATE III IN HEALTH ADMINISTRATION
Course Code: HLT32907
Campus: Werribee, Industry.
Scope of Delivery: Part Time
Career Opportunities: Medical Receptionist, Health Administration.
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.

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

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

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

Details: Applications must provide evidence of proficiency in the English language. Overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

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

Course Structure:
HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH 20
HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK 20
HLTHS5200A PARTICIPATE IN OH&S PROCESSES 20
BSBMED201A USE BASIC MEDICAL TERMINOLOGY 30
BSBFML303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40

Elective Units of Study

You will need to choose at least ten elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III.

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
BSBCMN305A ORGANISE WORKPLACE INFORMATION 30
HLTA0301A ASSIST WITH PRACTICE ADMINISTRATION 20
BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY 30
BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS 30
BSBMED303A MAINTAIN PATIENT RECORDS 20
BSBCMN308A MAINTAIN FINANCIAL RECORDS 60
BSBFML309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES 40
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTCSD306B RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR 20

CERTIFICATE IV IN HEALTH SUPERVISION
Course Code: HLT40407
Campus: Werribee, Industry.
Scope of Delivery: Part Time
Career Opportunities: GP Practice Supervision.
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.

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

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

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

Course Structure:

Core Units of Study
HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS 50
HLTHIR300A CONTRIBUTE TO OHS PROCESSES 20
HLTHIR403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES 50
HLTSUP401A SUPERVISE IN A HEALTH SETTING 60
BSBFML412A PROMOTE TEAM EFFECTIVENESS 50
BSBMED201A USE ADVANCED MEDICAL TERMINOLOGY 30

Elective Units of Study

You will need to choose at least nine elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV or higher.

CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE 120
HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS 20
HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH 30
HLTHIR300A MANAGE OHS PROCESSES 40
HLMED501A MANAGE IN A HEALTH CARE BUSINESS 50
BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY 30
BSBMED609A MANAGE RISK 60
BSBFML502A MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM 30
BSBFML503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
CERTIFICATE IV IN HEALTH SERVICE ASSISTANCE (HOSPITAL AND COMMUNITY HEALTH PHARMACY TECHNICIAN)
Course Code: HLT40502
Campus: Sunbury.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Pharmacy Assistant or Pharmacy Technician
Course Objectives: (For continuing students only)

This course provides training for workers who provide a range of technical tasks under the supervision of a pharmacist in a hospital or community health setting. These workers may also have a role in co-ordinating the work of pharmacy assistants or aides.

Provide training for workers who provide a range of technical tasks under the supervision of a pharmacist in a hospital or community health setting. These workers may also have a role in co-ordinating the work of pharmacy assistants or aides.

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

Selection Mode: Current Year 12: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

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

Selection Criteria: Direct Entry

Course Duration: 1 year

Course Structure: 1 year Full-time Part-Time, Flexible

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTPH10A</td>
<td>PREPARE BATCH AND EXTEMPORANEOUS PRODUCT MASTER WORK SHEETS</td>
<td>50</td>
</tr>
<tr>
<td>HLTPH11A</td>
<td>SMALL SCALE COMPOUND/Manufacture Aseptic Pharmaceutical Products</td>
<td>130</td>
</tr>
<tr>
<td>HLTPH8A</td>
<td>MAINTAIN THE PROCUREMENT AND STORAGE OF PHARMACEUTICAL PRODUCTS</td>
<td>90</td>
</tr>
<tr>
<td>HLTPH9A</td>
<td>SMALL SCALE COMPOUND/Manufacture Aseptic Pharmaceutical Products</td>
<td>130</td>
</tr>
<tr>
<td>HLTH5E2A</td>
<td>IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>40</td>
</tr>
<tr>
<td>BS8MED331A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
<td>30</td>
</tr>
</tbody>
</table>

Plus 2 units from either (with at least 1 from Front Line Management)

- Frontline Management units available at Certificate III or IV
- Workplace Training and Assessment

Recommended Units of Study

The following units are not compulsory but are recommended:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS8FL5331A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units of Study

3 elective units available may be selected from the following areas:

- Health Training Package units available at Certificate IV
- Community Services Training Package units available at Certificate IV
- Other National Training Package units available at Certificate IV

CERTIFICATE IV IN NURSING (ENROLLED/DIVISION 2 NURSING) (I)
Course Code: HLT43407
Campus: St Albans.
Scope of Delivery: Part Time, Full Time

Career Opportunities: There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range of people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

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.

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

Selection Mode: Current Year 12: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

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

Selection Criteria: Written Test Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. The test is conducted by VETASSESS and will cost applicants $45 which is non-refundable.

Course Duration: 1 year

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.

Core Units of Study

Unit of Study Code Hours

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTEN401A</td>
<td>WORK IN THE NURSING PROFESSION</td>
<td>90</td>
</tr>
<tr>
<td>HLTIN301A</td>
<td>COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK</td>
<td>20</td>
</tr>
<tr>
<td>HLTHSV300A</td>
<td>CONTRIBUTE TO OHS PROCESSES</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR404B</td>
<td>WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE</td>
<td>20</td>
</tr>
<tr>
<td>HLTHIR403B</td>
<td>WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS</td>
<td>20</td>
</tr>
<tr>
<td>HLTAP401A</td>
<td>CONFIRM PHYSICAL HEALTH STATUS</td>
<td>90</td>
</tr>
</tbody>
</table>
DIPLOMA OF PRACTICE MANAGEMENT
Course Code: HLT52007
Campus: Werribee, Industry.

Scope of Delivery: Part Time
Career Opportunities: GP Practice Supervision

Course Objectives: This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business’s goals and strategic direction.

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.

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

Selection Criteria: Direct Entry

Course Duration: To be advised.

Course Structure: 1 day per week for 1 year.
SUBJECTS

Below are subject details for courses offered by the School of Health in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBCM404A DEVELOP TEAMS AND INDIVIDUALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Unit Hours: 30
Required Reading: To be advised.
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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This units gives the student knowledge on how to implement continuous improvement systems and processes, Monitor, adjust and report performance, Consolidate opportunities for further improvement.
Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

BSBMD301A USE ADVANCED MEDICAL TERMINOLOGY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

BSOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Access external sources of information and data to identify hazards; Analyse the work environment to identify hazards; Assess risk associated with a hazard; Control risk associated with a hazard; Maintain hazard identification and risk control processes; Monitor and review risk management processes.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

BSZ405 PLAN AND PROMOTE A TRAINING PROGRAM

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

CHCAC16A PROVIDE FOOD SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain food safety while carrying out food handling activities; Comply with hygienic work practices and appropriate OHS guidelines; Distribute meals and refreshment to clients; ect utensils and meal trays; Prepare foods as required.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCAC4B ASSIST IN THE PROVISION OF AN APPROPRIATE ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Providing support and assistance to provide a clean, comfortable, safe and secure environment.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

CHCDC13B WORK WITHIN SPECIFIC COMMUNITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Define the issues of specific communities or groups; Undertake relevant work in the context of specific communities or groups; Evaluate work undertaken within specific communities.
Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCDC7B SUPPORT COMMUNITY RESOURCES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum
CHCS12A DEVELOP A SERVICE DELIVERY STRATEGY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess eligibility to access the service; Information is provided to the clients and the clients' carer to facilitate an informed choice; Strategy is determined with the client and relevant workers; Identify the potential safety risks and minimise risk of injury.
Unit Hours: 75
Required Reading: -
Assessment: As per accredited curriculum

CHCINF3B CO-ORDINATE INFORMATION SYSTEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Gather and record information; Prepare and present reports; Supervise processes for collection, use, storage and dissemination of information.
Unit Hours: 75
Required Reading: To be advised.
Assessment: As per accredited curriculum

CHCORG22A CONTRIBUTE TO SERVICE DELIVERY STRATEGY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Carry out work activities according to organisational procedures; Contribute to implementation of service delivery.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

CHCORG23A CO-ORDINATE WORK
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.
Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

FDFCORHS1A FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Core unit. It covers the skills and knowledge required to follow defined occupational health and safety principles and procedures relating to work responsibilities where work involves routine manual processes and/or operation of simple automated equipment.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

FDFCORQAS1A FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Core unit. It covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum
FACULTY OF WORKFORCE DEVELOPMENT

FDFCORQ53A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

FDFCORWC2A PRESENT AND APPLY WORKPLACE INFORMATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

FDTECFAD4A APPLY AN UNDERSTANDING OF FOOD ADDITIVES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify additives used in food; Manage use of additives in a production process.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

HLTAD301A ASSIST WITH PRACTICE ADMINISTRATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

HLTCS302B MAINTAIN HIGH STANDARD OF CLIENT SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

HLTCS308B TRANSPORT CLIENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: -
Assessment: To be advised.

HLTCS305B SUPPORT THE CARE OF CLIENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the skills and knowledge to care support clients in a range of health care and community settings.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

HLTCS306B RESPOND EFFECTIVELY TO A DIFFICULT OR CHALLENGING BEHAVIOUR

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

HLTCS307B CARE FOR THE HOME ENVIRONMENT OF CLIENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client’s domestic living environment.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

**HLTCSD3A PREPARE AND MAINTAIN BEDS**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare area for bed making; Make bed; Leave bed ready for occupancy or continued occupancy.
Unit Hours: 15
Required Reading: To be advised.
Assessment: As per accredited curriculum

**HLTCSD7A CARE FOR HOME ENVIRONMENT OF CLIENTS**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Obtain correct information regarding client and their environmental needs; Provide information for client; Monitor and maintain equipment; Implement home care or domestic assistance plan; Maintain a safe and hygienic home environment for clients; Monitor client service.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

**HLTCSD8A TRANSPORT CLIENTS/PATIENTS**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for transport; Transport client Deliver client.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

**HLTEN401A WORK IN THE NURSING PROFESSION**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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
Unit Hours: 90
Required Reading: -
Assessment: This will be assessed as follows: Assignments

**HLTEN403A UNDERTAKE BASIC CLIENT ASSESSMENT**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency unit describes the skills and knowledge required to undertake a nursing assessment using a life span approach. It involves identifying normal ranges, recording and reporting processes, in routine settings in particular on client admission, ongoing and discharge.
Unit Hours: 30
Required Reading: -
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

**HLTEN405A IMPLEMENT BASIC NURSING CARE**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit describes the skills and knowledge required to contribute to the nursing care of clients in a range of health environments.
Unit Hours: 90
Required Reading: -
Assessment: This is assessed as follows: A Major Test

**HLTEN406A UNDERTAKE BASIC WOUND CARE**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the principles of infection prevention, in relation to wound care processes in a variety of health care contexts. This will include wound assessments and contemporary wound care working with the wound management health care team.
Unit 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**
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental health conditions. It focuses on the roles and responsibilities of the Enrolled Nurse within the mental health team, and on the nursing management of the consumer with a mental illness.
Unit Hours: 50
Required Reading: -
Assessment: This is assessed as follows: An Assignment
HLten414A Deliver Basic Nursing Care to Older Clients

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency unit describes the skills and knowledge required for the Enrolled Nurse to perform basic nursing interventions to support the health care needs of the older person in any environment.

Unit Hours: 70
Required Reading: 
Assessment: This is assessed as follows: An Assignment

HLten415A Deliver Nursing Care to Acute Care Clients

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency describes the skills and knowledge required of Enrolled nurses in contributing to the care of a person with an acute health problem.

Unit Hours: 50
Required Reading: 
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLten502A Apply Effective Communication Skills in Nursing Practice

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 40
Required Reading: 
Assessment: This is assessed as follows: An Assignment

HLten505A Contribute to the Complex Nursing Care of Clients

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency unit describes the knowledge, skills and attitudes required to provide nursing care for clients with complex needs.

Unit Hours: 90
Required Reading: 
Assessment: This is assessed as follows: Laboratory Assessment and Major Test

HLten507A Administer and Monitor Medications in the Work Environment

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 180
Required Reading: 
Assessment: This is assessed as follows: Assignment, Calculations Test, Theory Test and Laboratory Assessment

HLten509A Apply Legal and Ethical Parameters to Nursing Practice

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 30
Required Reading: 
Assessment: This is assessed as follows: An Assignment

HLten513A Implement and Monitor Nursing Care for Clients with Chronic Health Problems

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This competency unit describes the skills and knowledge required in contributing to the care of the client with a chronic illness by performing nursing interventions that support the client’s needs and assist in maintaining an optimal lifestyle.

Unit Hours: 50
Required Reading: 
Assessment: This is assessed as follows: Laboratory Assessment and Test.

HLF55A Perform Kitchenware Washing

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to wash dishes and associated items; Wash and dry dishes; Store dishes.

Unit Hours: 10
Required Reading: 
Assessment: As per accredited curriculum

HLF57A Follow Basic Food Safety Practices

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain food safety while carrying out food handling activities; Comply with personal hygiene standards.

Unit Hours: 20
Required Reading: 
Assessment: As per accredited curriculum
HLTFS8A TRANSPORT FOOD
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to transport food; Transport food.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

HLTGM1A PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Carry out routine assessment of plant, equipment and machinery; Prepare for routine servicing and/or minor repairs; Perform routine servicing and minor repairs.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

HLTGM2A USE HAND AND POWER TOOLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and select hand and power tools; Use hand tools; Use power tools; Clean Up.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

HLTGM3A PERFORM MINOR GENERAL MAINTENANCE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify maintenance task to be undertaken; Identify tools and materials required; Prepare to undertake maintenance; Perform maintenance; Clean up work area; Notification of completion of task and complete documentation.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow work practices based on an awareness of culture as a factor in all human behaviour; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.
Unit Hours: 20
Required Reading: -
Assessment: This will be assessed as follows: Assignment and classroom presentation.

HLTHIR505B PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required of frontline managers to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and pro-actively working with the management of the organisation.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

HLTN403B IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 50
Required Reading: To be advised.
Assessment: To be advised.

HLTMS1A COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect soiled linen; Distribute clean linen; Maintain linen stock levels.
Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum
HLTMS2A PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Collect soiled linen and personal clothing; Wash, dry and finish personal and other laundry items; Sort and return finished items.

Unit Hours: 20

Required Reading: -

Assessment: As per accredited curriculum

HLTMS6A PERFORM GENERAL CLEANING TASKS IN A CLINICAL SETTING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Maximise safety during cleaning; Clean and maintain surfaces in clinical areas; Ensure maintenance of cleaning standards; Manage waste; Equipment and cleaning agents are safely stored.

Unit Hours: 15

Required Reading: -

Assessment: As per accredited curriculum

HLTMS8A HANDLING WASTE IN A HEALTH CARE ENVIRONMENT

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Determine job requirements; Identifies and segregates waste; Transports and stores waste appropriately; Conduct quality control activities; Cleans up work areas.

Unit Hours: 20

Required Reading: -

Assessment: As per accredited curriculum

HLTOHS500A MANAGE OHS PROCESSES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation.

Unit Hours: 40

Required Reading: To be advised.

Assessment: To be advised.

HLTPM501A MANAGE IN A HEALTH CARE BUSINESS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to manage a business requirements of a practice within the health care environment.

Unit Hours: 50

Required Reading: To be advised.

Assessment: To be advised.

HLTPM502A MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.

Unit Hours: 30

Required Reading: To be advised.

Assessment: To be advised.

HLTSUP401A SUPERVISE IN A HEALTH SETTING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to supervise workers in a health setting. It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.

Unit Hours: 60

Required Reading: To be advised.

Assessment: To be advised.

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation. This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.

Unit Hours: 30

Required Reading: -

Assessment: As per accredited curriculum
LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.

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

PMLCOM300B COMMUNICATE WITH OTHER PEOPLE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.

Unit Hours: 40
Required Reading: To be advised.
Assessment: Listening activities, poster, writing folio, journal

PMLDATA300A PROCESS AND RECORD DATA

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.

Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLDATA500B ANALYSE DATA AND REPORT RESULTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe. This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.

Unit Hours: 80
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLDATA501B USE LABORATORY APPLICATION SOFTWARE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to use and apply computer application software in the laboratory, field and production plants for analysis and reporting.

Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.

Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

PMLOHS301B WORK SAFELY WITH INSTRUMENTS THAT EMIT STANDARD RADIATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Store instruments safely and securely; Transport instruments safely and securely; Use instruments safely and maintain security; Monitor radiation levels; Maintain records; Perform emergency procedures.

Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLORG200A WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work within enterprise structure and culture; Work in accordance with workplace agreements and/or legislative requirements; Provide scientific/technical support; Organise daily work efficiently; Accept responsibility for quality of own work; Identify own learning needs.

Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL400B CONTRIBUTE TO THE ONGOING DEVELOPMENT OF HACCP PLANS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Review existing HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the exercise of good laboratory practice and effective participation in quality improvement teams. Personnel are required to ensure the quality and integrity of their own work and detect non-conformances and work with others to suggest improvements in productivity and quality.
Unit Hours: 80
Required Reading: -
Assessment: As per accredited curriculum

PMLSAMP200A COLLECT ROUTINE SITE SAMPLES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for sampling; Conduct sampling; Finalise sampling; Maintain a safe work environment.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLSAMP201A HANDLE AND TRANSPORT SAMPLES OR EQUIPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for pickup; Pick up and transport items; Maintain transport equipment; Maintain a safe work environment.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLSAMP401A PREPARE MINERAL SAMPLES FOR ANALYSIS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret and schedule client requirements; Prepare client sample(s) for analysis; Use (non) destructive methods to prepare laboratory portions for analysis; Maintain a safe work environment.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLSCIG300B OPERATE BASIC HANDBLOWING EQUIPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for handblowing operations; Follow sequence of operations for glasswork procedure to be performed; Use annealing equipment; Maintain a safe work environment; Maintain records.
Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLSCIG301B REPAIR GLASS APPARATUS USING SIMPLE GLASSBLOWING EQUIPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for repair operations; Repair apparatus; Operate annealing equipment; Maintain a safe work environment; Maintain records.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Unit Hours: 60
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLTEST301B PERFORM BIOLOGICAL LABORATORY PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to perform a range of biological laboratory procedures that are part of diagnostic testing, scientific research, product development and quality assurance. The performance of some procedures in the field may be applicable and can be accommodated within this unit.
Unit Hours: 80
Required Reading: -
Assessment: Practical, Written Assignment, Test

PMLTEST304B PREPARE CULTURE MEDIA
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to prepare culture media free of contamination required and facilitate optimal growth of organisms and cells. It also includes the ability to organise the materials, equipment and work environment and follow standard methods.
Unit Hours: 30
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST306B ASSIST WITH FIELDWORK**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assist with organisation of fieldwork; Perform tasks related to field camp operations; Perform tasks related to field surveys; Demonstrate basic field survival skills; Assist with the close down of field camp.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST307B PREPARE TRIAL BATCHES FOR EVALUATION**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for trial batch mixing; Mix trial batch for evaluation; Evaluate properties of the mixture by inspection and standard test methods; Clean equipment and dispose of materials; Maintain records; Maintain a safe work environment.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax. Personnel will work under direct supervision and have ready access to enterprise procedures. Viewing of slides is covered in PMLTEST308A Perform microscopic examination. More complex histological tests involving specialised stains, histochemistry and immunohistochemistry are covered in PMLTEST503B Perform histological tests.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST403B ASSIST WITH GEOTECHNICAL SITE INVESTIGATIONS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for on-site operations; Assist with excavation of boreholes, test pits and/or trenches; Assist with sampling; Assist with testing; Maintain records.
Unit Hours: 80
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to interpret chemical test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine chemical tests/procedures. These tests will involve several measurement steps. The unit includes data processing and interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST405A PERFORM FOOD TESTS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret and schedule test requirements; Receive and prepare food samples; Check equipment before use; Test samples to determine food components and characteristics; Process data; Maintain a safe work environment; Maintain laboratory records.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

**PMLTEST406A PERFORM PHYSICAL TESTS**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Interpret and schedule test requirements; Receive and prepare samples; Check equipment before use; Test samples to determine physical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.
Unit Hours: 100
Required Reading: -
Assessment: As per accredited curriculum

**PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES**

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
PMLTEST410A UNDERTAKE ENVIRONMENTAL FIELD-BASED, REMOTE-SENSING MONITORING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Establish requirements for image capture; Plan and set up the shoot; Capture and reproduce the required image; Keep records and deliver images.

Unit Hours: 60

Required Reading: -

Assessment: As per accredited curriculum

PMLTEST411A PERFORM MECHANICAL TESTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Interpret and schedule test requirements; Receive samples and prepare test-pieces; Check equipment before use; Test samples to determine mechanical properties; Process and interpret data; Maintain a safe work environment; Maintain laboratory records.

Unit Hours: 80

Required Reading: -

Assessment: As per accredited curriculum

PMLTEST412A PREPARE TISSUE AND CELL CULTURES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Work safely according to the legal and regulatory framework; Prepare and test cell and tissue culture media; Prepare tissue or cell cultures; Monitor tissue or cell culture; Maintain records.

Unit Hours: 50

Required Reading: To be advised.

Assessment: As per accredited curriculum

PMLTEST505B CONDUCT SENSORY ANALYSIS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40

Required Reading: To be advised.

Assessment: As per accredited curriculum

RTT2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Collecting and identifying plants using taxonomic keys. Collecting, preserving and identifying plant specimens. Herbarium collection techniques and ethics, botany, physical and biological habitat types, and plant nomenclature and taxonomy.

Unit Hours: 120

Required Reading: To be advised.

Assessment: As per accredited curriculum

RTD4402A DEFINE THE PEST PROBLEM IN A LOCAL AREA

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Defining and analyse the pest problem in the local area, determine critical control points for management and document and collate the impacts of the pest. Knowledge of pest biology, land management processes, production processes, relevant legislative and regulatory requirements and environmental protection legislation.

Unit Hours: 100

Required Reading: To be advised.

Assessment: As per accredited curriculum

RTD4407A INVESTIGATE A REPORTED PEST TREATMENT FAILURE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control. Assess treatment failure and report on causes of failure, knowledge of pest treatment techniques, surveying population of pests, treatment characteristics and modes of action, basic statistical analysis and report preparation.

Unit Hours: 60

Required Reading: -

Assessment: As per accredited curriculum

PUACOM012A LIAISE WITH MEDIA AT A LOCAL LEVEL

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Liaison with media at a low level incident, provide information about local events.

Unit Hours: 20

Required Reading: To be advised.

Assessment: As per accredited curriculum
RTD4507A PRODUCE MAPS FOR LAND MANAGEMENT PURPOSES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Preparation of maps by hand or using geographical information systems (GIS) for land management purposes. Knowledge of land management processes, relevant legislative and regulatory requirements, mapping principles, and the use of mapping software and hardware.
Unit Hours: 120
Required Reading: -
Assessment: As per accredited curriculum

RUV2603A ASSIST WITH SURGERY PREPARATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.
Unit Hours: 40
Required Reading: To be advised.
Assessment: As per accredited curriculum

RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

RUV4603A PERFORM CLINIC PATHOLOGY PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.
Unit Hours: 70
Required Reading: To be advised.
Assessment: As per accredited curriculum

RUV4609A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.
Unit Hours: 120
Required Reading: To be advised.
Assessment: As per accredited curriculum

RUV4610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum
RUUV5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.

Unit Hours: 20

Required Reading: To be advised.

Assessment: As per accredited curriculum

SRCCRDO007A DEVELOP RECREATION PROGRAMS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.

Unit Hours: 20

Required Reading: To be advised.

Assessment: To be advised.

VBP036 APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to apply chemical principles related to food and food processing.

Unit 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)

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to identify the principles of Hazard Analysis Critical Control Points.

Unit Hours: 15

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP038 APPLY HYGIENE AND SANITATION PRACTICES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to apply the principles of sanitation and hygiene and implement appropriate preventative and control measures.

Unit Hours: 15

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP039 IDENTIFY NUTRITIONAL FUNDAMENTALS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to identify the fundamentals of nutrition as they relate to the food processing industry.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to effectively handle OH&S issues in the food industry.

Unit Hours: 40

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP041 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit provides the basic operational principles of food spoilage and control.

Unit Hours: 15

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP043 APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit provides an introduction to the operational environment of the food processing industry. It includes basic skills and knowledge about the structure of the food processing industry; food preservation and processing techniques; hygiene and sanitation; and quality management principles.

Unit Hours: 15

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP044 APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit provides the basic operational principles of food spoilage and its control.

Unit Hours: 15

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.
VBP045 IDENTIFY UNIT OPERATIONS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the principles of the major unit operations in the food industry. It covers the skills and knowledge required to identify the operational principles in unit operations of Food industry.
Unit Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP046 APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the basic principles of low temperature preservation, and its application in the food industry. It covers the skills and knowledge required to identify the effects of chilling and freezing on food stuffs, the current methods of chilling and freezing foods and the different processes used in industry.
Unit Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP047 APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the basic principles of high temperature of food preservation, and their application in the food industry It covers the skills and knowledge required to identify the effects of heat on food, current methods of heating food and relevant processes used in industry.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to apply the principles of concentration and drying processes to food production.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

VBP049 DEVELOP & UPDATE FOOD INDUSTRY KNOWLEDGE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to access, increase and update knowledge relating to the operation of a food industry workplace.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify the basic principles of meat, meat processing and meat product manufacture.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

VBP056 MANUFACTURE DAIRY PRODUCTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to understand the principles and concepts behind milk, its use as food and various processes associated with milk product manufacture.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum

VBP058 MANUFACTURE FISH AND SEAFOOD PRODUCTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to understand the principles and concepts behind fish and seafood, their use as food and various processes associated with fish and seafood manufacture.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to process nuts, pulses and seeds used in the food processing industry.
Unit Hours: 20
Required Reading: -
Assessment: As per accredited curriculum
VBP065 APPLY AN UNDERSTANDING OF THE DAIRY INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the basic principles associated with the dairy industry. It covers the skills and knowledge required to obtain an overview of the dairy industry.
Unit Hours: 40
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP066 PRODUCE MARKET MILK AND RELATED PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of market milk and related products.
Unit Hours: 50
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP071 APPLY AN UNDERSTANDING OF THE CANNING PROCESS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge required to oversee packaging operations and assess the nature and likely causes of packaging problems. This unit
Unit Hours: 40
Required Reading: -
Assessment: This module is competency based.

VBP075 APPLY THE FUNDAMENTALS OF NUTRITION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to apply the fundamentals of nutrition to the food processing industry.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to apply manage a dairy plant.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

VBP077 APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: It covers the skills and knowledge required to set up, operate, adjust and shut down a refrigeration and airconditioning systems.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

VBP078 APPLY DAIRY ENGINEERING SYSTEMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: It covers the skills and knowledge required to set up, operate, adjust and shut down dairy engineering systems.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

VBP080 APPLY BASIC PRINCIPLES OF FOOD ENGINEERING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge required to recognise the characteristics and functions of food engineering.
Unit Hours: 30
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP081 APPLY THE FUNDAMENTALS OF FLUID FLOW IN FOOD PROCESSING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Units cover the skills and knowledge required to provide basic principles of fluid flow in food processing.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

VBP082 APPLY HEAT AND HEAT TRANSFER FUNDAMENTALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Units cover the skills and knowledge required to co-ordinate the preparation and production of heat transference in the food industry.
Unit Hours: 30
Required Reading: -
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.
VBP083 APPLY PRINCIPLES OF CONCENTRATION AND DEHYDRATION

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit gives you the knowledge and understanding to apply the principles of concentration and dehydration in the workplace.

Unit Hours: 30

Required Reading: -

Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP090 MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to coordinate the preparation and manufacture of concentrated and dried dairy products.

Unit Hours: 80

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP084 APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit gives you the knowledge regard to work in the nutritional biochemistry industry

Unit Hours: 45

Required Reading: -

Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP085 ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit gives you the knowledge to analyse the nutritional issues in the food processing industry

Unit Hours: 80

Required Reading: -

Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP089 PRODUCE FERMENTED DAIRY PRODUCTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit provides the basic principles associated with the production of fermented dairy products.

Unit Hours: 80

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.
SCHOOL OF SPORT & SCIENCE

Below are details of courses offered by the School of Sport & Science in 2010. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

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

CERTIFICATE IV IN FOOD SCIENCE AND TECHNOLOGY
Course Code: 21616VIC
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Food Technology 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.
Entry Requirements: Other
Selection Criteria: To be advised.
Course Duration: To be advised.
Course Structure: Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP034</td>
<td>PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY</td>
<td>70</td>
</tr>
<tr>
<td>VBP035</td>
<td>PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY</td>
<td>80</td>
</tr>
<tr>
<td>VBP036</td>
<td>APPLY CHEMISTRY KNOWLEDGE AND LABORATORY PRACTICES IN THE WORKPLACE</td>
<td>60</td>
</tr>
<tr>
<td>VBP073</td>
<td>DEMONSTRATE QUALITY MANAGEMENT PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>VBP051</td>
<td>IDENTIFY SENSORY ANALYSIS FUNDAMENTALS</td>
<td>15</td>
</tr>
<tr>
<td>VBP038</td>
<td>APPLY HYGIENE AND SANITATION PRACTICES</td>
<td>15</td>
</tr>
<tr>
<td>VBP037</td>
<td>IDENTIFY THE PRINCIPLES OF HAZARD ANALYSIS &amp; CRITICAL CONTROL POINTS</td>
<td>15</td>
</tr>
<tr>
<td>VBP039</td>
<td>IDENTIFY NUTRITIONAL FUNDAMENTALS</td>
<td>20</td>
</tr>
<tr>
<td>FDFTECPPK4A</td>
<td>APPLY PRINCIPLES OF FOOD PACKAGING</td>
<td>50</td>
</tr>
<tr>
<td>VBP040</td>
<td>APPLY PRINCIPLES OF OCCUPATIONAL HEALTH &amp; SAFETY TO THE FOOD INDUSTRY</td>
<td>40</td>
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<tr>
<td>VBP043</td>
<td>APPLY AN UNDERSTANDING OF THE FOOD PROCESSING INDUSTRY</td>
<td>15</td>
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<tr>
<td>VBP044</td>
<td>APPLY PRINCIPLES OF FOOD SPOILAGE AND CONTROL</td>
<td>15</td>
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<tr>
<td>VBP045</td>
<td>IDENTIFY UNIT OPERATIONS</td>
<td>15</td>
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<tr>
<td>VBP046</td>
<td>APPLY PRINCIPLES OF LOW TEMPERATURE PRESERVATION METHODS</td>
<td>15</td>
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<tr>
<td>VBP047</td>
<td>APPLY PRINCIPLES OF HIGH TEMPERATURE PRESERVATION METHODS</td>
<td>15</td>
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<tr>
<td>VBP048</td>
<td>APPLY AN UNDERSTANDING OF THE PROCESS OF CONCENTRATION AND DRYING IN FOOD PRODUCTION</td>
<td>10</td>
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<tr>
<td>VBP092</td>
<td>APPLY AN UNDERSTANDING OF THE FERMENTATION PROCESS IN FOOD PRODUCTION</td>
<td>10</td>
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<tr>
<td>VBP049</td>
<td>DEVELOP &amp; UPDATE FOOD INDUSTRY KNOWLEDGE</td>
<td>20</td>
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<tr>
<td>BSBFLM409A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
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</tbody>
</table>

Elective Units of Study

DIPLOMA OF FOOD SCIENCE TECHNOLOGY
Course Code: 21617VIC
Campus: Industry.
Scope of Delivery: Part Time
Career Opportunities: Food Technologies and Quality Manager.
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.

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

Entry Requirements: Other 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 Criteria: To be advised.
Course Duration: To be advised.
Course Structure: Core Units of Study

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>VBP067</td>
<td>PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY</td>
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<tr>
<td>PMLTEST300A</td>
<td>PERFORM BASIC TESTS</td>
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<tr>
<td>VBP068</td>
<td>INTERPRET SAMPLING PLANS</td>
<td>20</td>
</tr>
<tr>
<td>VBP069</td>
<td>PERFORM STATISTICAL PROCESS CONTROL</td>
<td>20</td>
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<tr>
<td>PMLQUAL301B</td>
<td>APPLY CRITICAL CONTROL POINT REQUIREMENTS</td>
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<tr>
<td>FDFTECPPR4A</td>
<td>PARTICIPATE IN PRODUCT RECALL</td>
<td>50</td>
</tr>
<tr>
<td>PMLTEST305B</td>
<td>CONDUCT SENSORY ANALYSIS</td>
<td>40</td>
</tr>
<tr>
<td>VBP070</td>
<td>APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
<td>50</td>
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<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>50</td>
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<tr>
<td>BSBCHM404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
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<tr>
<td>BSBHR402A</td>
<td>RECRUIT AND SELECT PERSONNEL</td>
<td>40</td>
</tr>
<tr>
<td>BSZ405</td>
<td>PLAN AND PROMOTE A TRAINING PROGRAM</td>
<td>30</td>
</tr>
</tbody>
</table>
(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
- PMLR6200A  WORK WITHIN A LABORATORY/FIELD WORKPLACE (INDUCTION)  40
- VBP075  APPLY THE FUNDAMENTALS OF NUTRITION  20
- PMASUP390A  USE STRUCTURED PROBLEM SOLVING TOOLS  20
- VBP076  APPLY AN UNDERSTANDING OF DAIRY PLANT MANAGEMENT ALL  40
- VBP077  APPLY AN UNDERSTANDING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS  30
- VBP078  APPLY DAIRY ENGINEERING SYSTEMS  40
- BSBMKG501A  EVALUATE MARKETING OPPORTUNITIES  80

(c) Specialist Units

Select a minimum of 80 hours from the following units not covered in Certificate IV:

- VBP055  MANUFACTURE MEAT AND MEAT PRODUCTS  20
- VBP056  MANUFACTURE DAIRY PRODUCTS  20
- VBP057  PROCESS FRUIT AND VEGETABLES  20
- VBP058  MANUFACTURE FISH AND SEAFOOD PRODUCTS  20
- VBP059  PROCESS AND HANDLE POULTRY AND EGG PRODUCTS  20
- VBP060  MANUFACTURE EDIBLE FATS AND OIL PRODUCTS  20
- VBP061  APPLY CONFECTIONERY TECHNOLOGY  20
- VBP062  MANUFACTURE BEVERAGES PRODUCTS  20
- VBP063  MANUFACTURE CEREAL PRODUCTS  20
- VBP064  PROCESS NUTS, PULSES AND OTHER SEEDS  20
- FDTECFAD4A  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)
- VBP084  APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY  45
- VBP085  ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY  80

- Dairy Technology 2 (120 hours)
- VBP086  PRODUCE FROZEN DAIRY PRODUCTS  40
- VBP087  PRODUCE MILK FAT PRODUCTS  40
- VBP088  PRODUCE MILK AND RELATED PRODUCTS MANUFACTURED BY THE MEMBRANE SYSTEM  40

- Dairy Technology 3 (160 hours)
- VBP089  PRODUCE FERMENTED DAIRY PRODUCTS  80
- VBP090  MANUFACTURE CONCENTRATED AND DRIED DAIRY PRODUCTS  80

GRADUATE CERTIFICATE IN CAREER COUNSELLING FOR ELITE ATHLETES

Course Code: 21809VIC

Campus: On-line.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Athlete Career Education Adviser, Career Counsellor.

Course Objectives: The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite athletes. It is designed to provide an accredited training program for people to work with elite athletes on their career and education options.

Entry Requirements: Other To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement. Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration: 1 year

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 TAFEVC.

Core Units of Study

- VBP079  PLAN AND MANAGE FOOD AND RELATED PRODUCT CONCEPT DEVELOPMENT  120
- VBP084  APPLY AN UNDERSTANDING OF NUTRITIONAL BIOCHEMISTRY  45
- VBP085  ANALYSE NUTRITIONAL ISSUES IN THE FOOD PROCESSING INDUSTRY  80
To qualify for admission to the course, applicants must have completed the Certificate III in Science 21857VIC. Selection Procedures: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must undertake the course. Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You must demonstrate to the satisfaction of the Head of School that you are capable of successfully completing the course.

Selection Criteria: Direct Entry

Course Duration: 0.5 years

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
- VBQU155 EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPIL AE A PORTFOLIO 10
- VBQU157 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES 25
- VBQU161 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
- VBNO047 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, Footscray Nicholson.

Scope of Delivery: Full Time

Career Opportunities: The course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

Course Objectives: The course provides general science training for people wishing to undertake further study in a scientific field.

Entry Requirements: To qualify for admission to the course, applicants must have successfully completed a course at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English Language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must have completed the Certificate III in Science 21857VIC. Selection Procedures: Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

Selection Criteria: Interview, Written Test, VTAC Entry Requirements. To qualify for admission to the course, applicants must have completed the Certificate III in Science 21857VIC.
FACULTY OF WORKFORCE DEVELOPMENT

Science 21857VIC Via VTAC. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment.

Course Duration: 0.5 years

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VPAU077</td>
<td>APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS</td>
<td>50</td>
</tr>
<tr>
<td>FDCCORWCM2A</td>
<td>PRESENT AND APPLY WORKPLACE INFORMATION</td>
<td>30</td>
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</table>

ii) a minimum of 2 units from 2 Science Streams

Stream Units of Study

Chemistry Stream

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>VPAM082</td>
<td>ATOMIC STRUCTURE AND BONDING</td>
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<tr>
<td>VPAM083</td>
<td>STOICHIOMETRY AND SOLUTION CHEMISTRY</td>
<td>45</td>
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<tr>
<td>VPAM084</td>
<td>ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS</td>
<td>20</td>
</tr>
<tr>
<td>VPAM089</td>
<td>CHEMICAL REACTIONS</td>
<td>45</td>
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Biology

CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY must be completed.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VPAU075</td>
<td>CONDUCT SIMPLE ACTIVITIES IN A BIOLOGICAL SCIENCE LABORATORY</td>
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<tr>
<td>VPAM087</td>
<td>CELL BIOLOGY</td>
<td>30</td>
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<tr>
<td>VPAM088</td>
<td>ANATOMY AND PHYSIOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>HLTAP301A</td>
<td>RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT</td>
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<tr>
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<tr>
<td>VPAM090</td>
<td>INTRODUCTORY GENETICS</td>
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<tr>
<td>VPAM091</td>
<td>ECOLOGY</td>
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<tr>
<td>PMTEST305B</td>
<td>PERFORM ASEQTECHNIQUES</td>
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Elective Units

<table>
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<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PMTEST303B</td>
<td>PREPARE WORKING SOLUTIONS</td>
<td>50</td>
</tr>
<tr>
<td>PMTEST308A</td>
<td>PERFORM MICROSCOPIC EXAMINATION</td>
<td>40</td>
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<tr>
<td>PMTEST300B</td>
<td>PERFORM BASIC TESTS</td>
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</tr>
<tr>
<td>ICAU1128A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
</tr>
<tr>
<td>ICAU2006A</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>ICAU1133A</td>
<td>SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL</td>
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<tr>
<td>VBQU226</td>
<td>APPLY ESSENTIAL FURTHER STUDY SKILLS</td>
<td>90</td>
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COURSE IN MICROCHIP IMPLANTATION OF CATS AND DOGS

Course Code: 21955VIC

Campus: Werribee, Industry.

Scope of Delivery: Part Time

Career Opportunities: Approved microchip implanter.

Course Objectives: 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.

This course is designed to meet the training needs of people employed in the Animal Care and Management sectors to implant microchip identification devices in cats and dogs.

Entry Requirements: Other To be able to undertake this course you need to have one of the following qualifications:


Selection Criteria: Direct Entry

Course Duration: 2 months

Course Structure: To be eligible to be awarded A Statement of Attainment for the Course in Microchip Implantation of Cats and Dogs, participants must demonstrate competency in the unit VPAU668 Perform microchip implantation procedures on cats and dogs. This course is conducted through a short workshop and assessment of implantation skills must be completed within the required 60 working days of completion of the initial training.

<table>
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<th>Course Code</th>
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<td>VPAU668</td>
<td>PERFORM MICROCHIP IMPLANTATION PROCEDURES ON CATS AND DOGS</td>
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CERTIFICATE III IN OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB30707

Campus: Werribee.

Scope of Delivery: Part Time

Career Opportunities: This course provides skills and knowledge in the area of Occupational Health &amp; 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 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.

Entry Requirements: Other

Selection Criteria: Interview, Written Application

Course Duration: 1 year

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

- BSB0HS301B  APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE  20
- BSB0HS302B  PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES  30
- BSB0HS303B  CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT  30
- BSB0HS304B  CONTRIBUTE TO OHS HAZARD CONTROL  30
- BSB0HS305B  CONTRIBUTE TO OHS ISSUE RESOLUTION  30
- BSB0HS306B  CONTRIBUTE TO IMPLEMENTING EMERGENCY PREVENTION ACTIVITIES AND RESPONSE PROCEDURES  20
- BSB0HS307B  PARTICIPATE IN OHS INVESTIGATIONS  25

Elective Units of Study

- BSBWRT301A  WRITE SIMPLE DOCUMENTS  30
- BSBWOR301A  ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT  30
- BSBSUS301A  IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES  40
- BSBCUS301A  DELIVER AND MONITOR A SERVICE TO CUSTOMERS  35
- BSBITU306A  DESIGN AND PRODUCE BUSINESS DOCUMENTS  80
- BSBITU302A  CREATE ELECTRONIC PRESENTATIONS  20

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

Course Code: BSB51307
Campus: Werribee.
Scope of Delivery: Part Time

Career Opportunities: 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 & Safety Manager
- Occupational Health & Safety Coordinator
- Senior Occupational Health & Safety Officer

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.

Entry Requirements: Other
Selection Criteria: Interview, Written Application
Course Duration: 1 year
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

- BSB0HS401B  CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS  50
- BSB0HS402B  CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS  40
- BSB0HS403B  IDENTIFY HAZARDS AND ASSESS OHS RISKS  60
- BSB0HS404B  CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK  40
- BSB0HS405B  CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES  30
- BSB0HS408A  ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS  40

Elective Units of Study

- BSBCM401A  MAKE A PRESENTATION  30
- BSB0HS506B  MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT  60
- BSBSUS401A  WRITE COMPLEX DOCUMENTS  50
- BSB0HS504B  APPLY PRINCIPLES OF OHS RISK MANAGEMENT  40
- BSBRK401A  IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES  50
To qualify for admission to the course, an applicant must

**ADVANCED DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY**

**Course Code:** BSB60607  **Campus:** Werribee.

**Scope of Delivery:** Part Time

**Career Opportunities:** High level OHS Managers, coordinators or officers with moderate staff and budget reporting responsibilities.

**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.

**Entry Requirements:** Other

**Selection Criteria:** Interview, Written Application

**Course Duration:** 1 year

**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**

- **BSBOHS504B** APPLY PRINCIPLES OF OHS RISK MANAGEMENT 40
- **BSBOHS505B** MANAGE HAZARDS IN THE WORK ENVIRONMENT 60
- **Elective Units of Study**
  - **BSBOHS406B** USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING 60
  - **BSBOHS507B** FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK 40
  - **BSBOHS508B** PARTICIPATE IN THE INVESTIGATION OF INCIDENTS 50
  - **BSBOHS506B** MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT 50
  - **BSBHRM509A** MANAGE REHABILITATION & RETURN TO WORK 50
  - **TAAENV401B** WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING 10

**CERTIFICATE I IN FOOD PROCESSING**

**Course Code:** FDF10103  **Campus:** Industry.

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

**Career Opportunities:**

**Course Objectives:** This is an entry-level course designed for those employed or seeking employment as a base level production worker in a food processing plant.

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

**Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission, applicants must demonstrate to the satisfaction of the Head of the Department, that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Criteria:** Direct Entry

**Course Duration:** 1 year

**Course Structure:** 220 Nominal Hours. Full-time and Part Time.

**Core Units**

- **FDFCORWCA1A** COMMUNICATE WORKPLACE INFORMATION 20
- **FDFCORHSA1A** FOLLOW WORK PROCEDURES TO MAINTAIN HEALTH AND SAFETY 40
- **FDFCORFSY1A** FOLLOW WORK PROCEDURES TO MAINTAIN FOOD SAFETY 20
- **FDFCORQAS1A** FOLLOW WORK PROCEDURES TO MAINTAIN QUALITY 20

**Elective Units**

A minimum of four units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

**CERTIFICATE II IN FOOD PROCESSING**

**Course Code:** FDF20103  **Campus:** Industry.

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

**Career Opportunities:**

**Course Objectives:** This is an entry-level course for those employed or seeking employment as a production operator in a food processing plant.

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

**Selection Mode:** Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.*

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully
To qualify for admission to the course, an applicant must undertake the requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission, applicants must demonstrate to the satisfaction of the Head of the Department, that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry

Course Duration: 1 year

Course Structure: 500 Nominal Hours. Full-time and Part Time.

Core Units

FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION
FDFCORHS52A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS
FDFCORQAS2A IMPLEMENT QUALITY SYSTEMS AND PROCEDURES
FDFCORFSY2A IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES
FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS

Elective Units

A minimum of seven units, selected by the student, with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE III IN FOOD PROCESSING

Course Code: FDF30103

Campus: Industry.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Baker in a retail baking environment for bread products

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.

Entry Requirements: As advised.

Selection Criteria: To be advised.

Course Duration: To be advised.

Course Structure: To be awarded a Certificate III in Food Processing (Retail Baking - Bread) competency must be achieved in a total of 12 units, consisting of 5 core units and 7 elective units.

Core Units of Study

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
FDFCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
FDFCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION
FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS

Elective Units of Study

FDFOPTMR1A MEASURE AND RECORD WORKPLACE INFORMATION
FDFPBBDM3A OPERATE A DOUGH MIXING PROCESS
FDFRBB3A PRODUCE ARTISAN BREADS
FDFRBB2B MAKE BREAD
FDFRDPOB3B DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)
FDFRBF2B CONDUCT FINAL MOULD AND FINAL PROOF
FDFRBP2B PRODUCE BREAD DOUGH
FDFRBR2B RETARD DOUGH
FDFRBSM2B SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF
FDFZCSCS2A CLEAN AND SANITIZE EQUIPMENT
FDFZPMMB2A OPERATE A MIXING/BLENDING PROCESS
THHGS03B PROVIDE FIRST AID

CERTIFICATE IV IN FOOD PROCESSING

Course Code: FDF40103
Campus: Industry.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Production Manager

Course Objectives: The course provides the knowledge and skills required of those employed as production supervisors in a medium to large food processing enterprise.

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

Selection Criteria: Direct Entry
Course Duration: 1 year
Course Structure: 1090 Nominal Hours. Full-time and Part Time.
Core Units
- FDFCORH53A  MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- FDFCORQFS3A  MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 100
- FDFCORWCM2A  PRESENT AND APPLY WORKPLACE INFORMATION 30
- FDFCORBM2A  USE BASIC MATHEMATICAL CONCEPTS 20
Elective Units
A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE (I)

Course Code: HLT40307
Campus: Industry, City King St, Footscray Park, Whitten Oval, Footscray
Scope of Delivery: Full Time
Career Opportunities: 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 Objectives: 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.

DIPLOMA OF FOOD PROCESSING

Course Code: FDF50103
Campus: Werribee, City Flinders, Sunbury.
Scope of Delivery: Part Time
Career Opportunities: Production Manager

Course Objectives: The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

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

Entry Requirements: Other There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Criteria: Employer Choice
Course Duration: To be advised.
Course Structure: The course consists of core, optional and specialist units.
Core Units of Study
- FDFCORH53A  MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 60
- FDFCORBM2A  USE BASIC MATHEMATICAL CONCEPTS 20
- FDFCORQFS3A  MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 100
- 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.
The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.

**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, IELTS level 5.5

**Selection Criteria:** Direct Entry, Interview, Written Application, VTAC for Jan intake only

Direct Application for mid year intake only

Preference will be given to students who can provide evidence of completion of a short course in Massage.

**Course Duration:** 0.5 years

**Course Structure:** The course is offered on a full-time basis over 0.5 years.

A total of 15 units are required for this qualification, comprising of 10 common units and 5 specialisation units.

**Core Units of Study**
- BSBCM204A WORK EFFECTIVELY WITH OTHERS
- HLTCOM404B COMMUNICATE EFFECTIVELY WITH CLIENTS
- HLTCOM405B ADMINISTER A PRACTICE
- HLTCOM406B MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE
- HLTCOM408B USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY
- HLTFA301B APPLY FIRST AID
- HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH
- HLTOHS300A CONTRIBUTE TO OHS PROCESSES
- HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN HEALTH WORK
- HLTAP401A CONFIRM PHYSICAL HEALTH STATUS

**Specialisation Units**
- HLTREM401B PROVIDE REMEDIAL MASSAGE TREATMENT
- HLTREM403B PLAN REMEDIAL MASSAGE TREATMENT STRATEGY
- HLTREM404B APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK
- HLTREM405B PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT
- HLTREM510A PROVIDE REMEDIAL MASSAGE TREATMENTS

**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
- HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
- HLTREM511A PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN
- CHCAC3C ORIENTATION TO AGED CARE WORK

**DIPLOMA OF REMEDIAL MASSAGE**

**Course Code:** HLT50307

**Campus:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, West Footscray

**Scope of Delivery:** Full Time

**Career Opportunities:** 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 Objectives:** This qualification covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, women and children.

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.

**Entry Requirements:** Successful completion of VCE/VCAL or equivalent, IELTS level 5.5

**Selection Criteria:** Interview, Written Application, VTAC for Jan intake only

Direct Application for mid year intake only

Course Duration: 1 year

Course Structure: The units in the Certificate IV in Massage are pre-requisites 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
- HLTCOM503B MANAGE A PRACTICE
- CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE
- HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS
- HLTP501A ANALYSE HEALTH INFORMATION
- HLTHIR501A MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT

**Specialisation units**
- HLTREM502B PROVIDE REMEDIAL MASSAGE TREATMENT
- HLTREM503B PLAN REMEDIAL MASSAGE TREATMENT STRATEGY
- HLTREM504B APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK
- HLTREM505B PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT
- HLTREM510A PROVIDE REMEDIAL MASSAGE TREATMENTS

**Elective Units.**
- HLTREM501B PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING
- HLTREM513A PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES
- CHCDS53C PROVIDE SERVICES TO PEOPLE WITH DISABILITIES
- HLTREM510A PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS
- HLTREM509A PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS
- HLTREM511A PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN
- CHCAC3C ORIENTATION TO AGED CARE WORK
CERTIFICATE II IN WATER OPERATIONS
Course Code: NWP21007
Campus: Footscray Nicholson.
Scope of Delivery: Part Time
Career Opportunities: Learners gaining this qualification are able to work as junior plant operators or equivalent in water and waste water treatment plants in the water operations industry.
Course Objectives: This qualification constitutes entry level for candidates who will hope to be employed as technical officers by water providers in Victoria. Candidates who complete this qualification will then progress to attain Engineering qualifications to Diploma / Advanced Diploma.
Entry Requirements: Other Current employment in the water industry or demonstrated equivalent experience
Selection Criteria: Interview, Written Application, Employer Choice
Course Duration: 0.5 years
Course Structure: To achieve this qualification the candidate must demonstrate competency in 11 units of competency, comprising three core and eight elective units. The elective units must comprise at least five and up to eight electives drawn from the elective pool below.
The balance of units required to complete the qualification may be selected according to the following rules.
1 A maximum of three units may be drawn from Certificate III level in this Training Package.
2 A maximum of three relevant units may be drawn from another endorsed Training Package.

Core Units of Study
NWP201B  FOLLOW DEFINED OHS PROCEDURES AND REGULATORY REQUIREMENTS 30
NWP202B  APPLY ENVIRONMENTAL AND LICENSING PROCEDURES 30
NWP203B  PLAN AND ORGANISE PERSONAL WORK ACTIVITIES 20

Elective Units of Study
NWP207A  WORK EFFECTIVELY IN THE WATER INDUSTRY 20
NWP208A  USE MAPS, PLANS, DRAWINGS AND SPECIFICATIONS 30
NWP211B  USE COMPUTERISED SYSTEMS 20
NWP218B  PERFORM AND RECORD SAMPLING 20
NWP234B  LOCATE, IDENTIFY AND PROTECT UTILITY SERVICES 30
NWP260A  MONITOR AND REPORT WATER TREATMENT PROCESSES 30
NWP261A  OPERATE AND MAINTAIN WATER TREATMENT PLANT AND EQUIPMENT 30
NWP262A  MONITOR AND REPORT WASTEWATER TREATMENT PROCESSES 30
NWP263A  OPERATE AND MAINTAIN WASTEWATER TREATMENT PLANT AND EQUIPMENT 30

CERTIFICATE III IN LABORATORY SKILLS
Course Code: PML30104
Campus: Werribee, Footscray Nicholson, Campuses.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Recognised industry base qualification for laboratory personnel. Pathway into science courses at Certificate IV or Diploma or Laboratory courses at Diploma level in TAFE.
Course Objectives: This course aims to provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health and safety.
To provide a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. To provide students with knowledge and skills in areas of mathematics, biology, chemistry, quality and occupational health & safety.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken. Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to this course, applicants must demonstrate to the satisfaction of the head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience. Selection Procedures / Selection Criteria Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy literacy assessment.
Selection Criteria: Interview, Written Application, Written Test
Course Duration: 0.5 years
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
PMLOH5302A  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
PMLITE3200A  CONDUCT ROUTINE SITE MEASUREMENTS 30
PMLMAIN300B  MAINTAIN THE LABORATORY FIT FOR PURPOSE 30
PMLOH5301B  WORK SAFELY WITH INSTRUMENTS THAT EMIT TANDARD RADIATION 60
CERTIFICATE IV IN LABORATORY TECHNIQUES

Course Code: PML40104
Campus: Footscray Nicholson.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Laboratory Assistant

Course Objectives: 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. Provides an accredited program at AQF level 4 for students wishing to pursue a career in Laboratory or Technical field and/or proceed to study in the same field at a higher level.

Entry Requirements: 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 Criteria: Direct Entry, VTAC

Course Duration: 1 year

Course Structure: 1 year Full-time. Full-time, Part-time, Flexible delivery.

Core Units of Study
- PMLCOM300B COMMUNICATE WITH OTHER PEOPLE 40
- PMLDATA400A PROCESS AND INTERPRET DATA 70
- PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES 80

Elective Units of Study
- PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE 30
- PMLOH5400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50
- PMLOR6301A PERFORM BIOLOGICAL PROCEDURES 40
- PMLCOM500B PERFORM ASEPTIC TECHNIQUES 40
- PMLTEST305A PERFORM ASEPTIC TECHNIQUES 40
- PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES 100
- PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS 100
- PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES 40
- PMLTEST409A CAPTURE AND MANAGE SCIENTIFIC IMAGES 40
- PMLTEST308A PERFORM MICROSCOPIC EXAMINATION 40
- PMLTEST310A PERFORM HISTOLOGICAL PROCEDURES 40

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 pre-requisites.

Unit: Pre-requisite
- PMLTEST305A : PMLTEST308A
- PMLTEST407A : PMLTEST305B and PMLTEST308A
- PMLTEST412A : PMLTEST305A
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 · Study score of at least 20 in English (any). 
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. 
Non-current Year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* 
Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. 

Selection Criteria: Interview, Written Application, Written Test 

Course Duration: 2 years 

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 
PMLCOM300B COMMUNICATE WITH OTHER PEOPLE 40 
PMLOH3400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY 50 
PMLORG301A PERFORM BIOLOGICAL PROCEDURES 40 
PMLCOM300B PERFORM ASEPTIC TECHNIQUES 40 
PMLDATA400A PROCESS AND INTERPRET DATA 70 
PMLQUAL401B APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES 80 
PMLDATA500B ANALYSE DATA AND REPORT RESULTS 80 
PMLDATA501B USE LABORATORY APPLICATION SOFTWARE 60 

elective principles PMLDATA400A - Process and interpret data 

Elective Units of Study 

Biological & Environmental Stream 

Twelve as listed in the Laboratory Operations Training Package PML04. 
PMLTEST503B PERFORM HISTOLOGICAL TESTS 150 
PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES 100 
PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES 120 
PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES 150 

Biotechnology Stream 

Twelve elective units as listed in the Laboratory Operations Training Package PML04. 
PMLTEST305B PERFORM ASEPTIC TECHNIQUES 40 
PMLTEST300A PERFORM MICROSCOPIC EXAMINATION 40 
PMLTEST402B PREPARE, STANDARDISE AND USE SOLUTIONS 100 
PMLTEST404A PERFORM CHEMICAL TESTS AND PROCEDURES 100 
PMLTEST407A PERFORM BIOLOGICAL PROCEDURES 130 
PMLTEST412A PREPARE TISSUE AND CELL CULTURES 50 
PMLTEST501B PERFORM MICROBIOLOGICAL TESTS 140 
PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES 100 
PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES 120 
Subject PMLTEST517A not found 
Subject PMLTEST518A not found 
PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES 150 

Elective Units of Study 

Twelve as listed in the Laboratory Operations Training Package PML04. 

CERTIFICATE IV IN CONSERVATION AND LAND MANAGEMENT 

Course Code: R040102 

Campus: Werribee, Campus. 

Scope of Delivery: Part Time, Full Time 

Career Opportunities: Pest management officer, park ranger or cultural officer. 

Course Objectives: The course aims to provide training to the level of leading hand or supervisor. 

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

Selection Criteria: Direct Entry, Interview, VTAC Direct entry and interview or VTAC application. 

Course Duration: 1 year 

Course Structure: 1 year full-time or part-time equivalent. Full-time or part-time, on
To qualify for admission to the course, an applicant must demonstrate to the satisfaction of the Head of Department that they are capable of reaching a minimum band score of 6.0 in the International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must meet the entry requirements for Australian resident students or demonstrate equivalence, undertake the course, will be considered for admission. In addition to satisfying the entry requirements, consideration is given to performance in the full range of VCE studies undertaken.*

Selection Criteria: Direct Entry, Interview, VTAC Direct entry and interview or VTAC application.

Course Duration: 1 year

Course Structure: 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.
Scope of Delivery: Part Time
Career Opportunities: Veterinary receptionist, Animal attendant.

Course Objectives: This course provides general prevocational training for people who want to undertake work in the animal care industry.

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

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Criteria: Direct Entry Direct application. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Course Duration: 9 months
Course Structure: 9 months part-time one day per week. Minimum of 310 nominal hours. Part-time, on campus.

Core Units of Study
RUV2101A  WORK IN THE ANIMAL CARE INDUSTRY 20
RUV2102A  FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT 40
RUV2103A  ASSISTS WITH GENERAL ANIMAL CARE 80
RUV2104A  PROVIDE FOOD AND WATER FOR ANIMALS 30
RUV2105A  PARTICIPATE IN WORKPLACE COMMUNICATIONS 20

Elective Units of Study
A minimum of three units, selected by the student, with the approval of the head of department from:
Unit of Study Code Hours
RUV2106A  ASSIST WITH FOOD PREPARATION 20
RUV2107A  PROVIDE BASIC FIRST AID FOR ANIMALS 30
RUV2108A  RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE 30
RUV2401A  PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION 30
RUV2501A  PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES 60
RUV2601A  CARRY OUT VETERINARY RECEPTION DUTIES 30
RUV2602A  CARRY OUT DAILY CLINIC ROUTINES 40
RUV2603A  ASSIST WITH SURGERY PREPARATIONS 40
RTC2704A  PROVIDE BASIC FIRST AID 10

A minimum of two units, selected by the student, with the approval of the head of department relevant to the Animal Care and Management sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other 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 1, 2 or 3.

CERTIFICATE III IN ANIMAL TECHNOLOGY
Course Code: RUV30104
Campus: Werribee.

Scope of Delivery: Part Time

Career Opportunities: Animal attendant, Animal carer.

Course Objectives: This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.

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

Selection Criteria: Direct Entry, Interview Direct application and interview.

CERTIFICATE III IN COMPANION ANIMAL SERVICES
Course Code: RUV30304

Scope of Delivery: Part Time, Full Time

Career Opportunities: Animal carer, pet shop assistant.

Course Objectives: This course aims to provide training for people working as an assistant within a companion animal organisation.

Entry Requirements: Other

Selection Criteria: Direct Entry, Interview Direct application and interview.

Course Duration: 1 year

Course Structure: 1 year part-time. Part-time, on-campus.
Other Entry will be by direct application. It will be a condition to qualify for admission to the course, an applicant must be currently employed in the local government industry or equivalent.

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

Selection Criteria: Direct Entry, User Choice (Apprenticeships), Employer Choice
Course Duration: 2 years
Course Structure: The course requires the completion of a total of 14 units of competency, 10 core units and 4 elective units.

Core Units of Study
- RUV4207A Conduct Community Awareness Programs
- RUV4208A Coordinate Seizure of Animals
- LGAEHR304A Operate and Maintain Council Facilities
- PSPPM401B Design Simple Projects

Elective Units of Study
- RUV4101A Implement and Monitor the Organization's OHS Program
- RUV4201A Comply with Animal Control and Regulation Requirements
- RUV4202A Assess and Impound Animals
- RUV4203A Identify and Respond to Animal Behaviour
- RUV4204A Manage Conflict Situations Within an Animal Control and Regulation Environment
- RUV4206A Carry Out Pound Procedures
- RUV4207A Coordinate Seizure of Animals
- PSPPREG405A Act on Non-compliance with Legislation
- PSPPREG404B Investigate Non-compliance with Legislation
- BSBCM305A Organise Workplace Information

CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION
Course Code: RUV40104
Campus: Werribee, Industry.
Scope of Delivery: Part Time
Career Opportunities: Veterinary Nurse
Course Objectives: This course provides training for veterinary nurses in veterinary clinics.

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

Students who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.

Selection Criteria: Direct Entry, Direct applicant, applicants must be working in a veterinary clinic.
Course Duration: 2 years

Core Units of Study
- RUV2101A Work in the Animal Care Industry
- RUV2102A Follow OHS Procedures in an Animal Care Environment
- RUV2103A Assist with General Animal Care
- RUV2104A Provide Food and Water for Animals
- RUV2105A Participate in Workplace Communications
- RUV2107A Provide Basic First Aid for Animals
- RUV3101A Carry Out Workplace OHS Procedures
- RUV3503A Work Effectively in the Animal Companion Field
- RUV3504A Monitor and Maintain Health of Companion Animals

Elective Units of Study
A minimum of four units approved by the Head of Department from:
- RUV3501A Provide Advice on Companion Animal Selection and General Care
- RUV3502A Provide Advice on Selection and Care of Aquatic Animals
- RUV3505A Provide Enrichment for Companion Animals
- RUV3506A Capture, Handle and Transport Companion Animals
- RUV3507A Carry Out Companion Animal Breeding Procedures
- RUV3508A Prepare Companion Animal Diets and Monitor Feeding
- RUV3509A Maintain Aquascapes and Aquatic Animals
- RUV3401A Rehabilitate and Release Native Wildlife
- RUV3411A Care for Young Animals

A minimum of three units approved by the Head of Department from:
- RUV40104

Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

CERTIFICATE IV IN VETERINARY NURSING
Course Code: RUV40404
Campus: Werribee, Industry.
Scope of Delivery: Part Time
Career Opportunities: Veterinary Nurse
Course Objectives: This course provides training for veterinary nurses in veterinary clinics.

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

Students who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language.

Selection Criteria: Direct Entry, Direct applicant, applicants must be working in a veterinary clinic.
Course Duration: 2 years

Core Units of Study
- RUV4201A Comply with Animal Control and Regulation Requirements
- RUV4202A Assess and Impound Animals
- RUV4203A Identify and Respond to Animal Behaviour
- RUV4204A Manage Conflict Situations Within an Animal Control and Regulation Environment
- RUV4206A Carry Out Pound Procedures
- RUV4207A Coordinate Seizure of Animals
- PSPPREG405A Act on Non-compliance with Legislation
- PSPPREG404B Investigate Non-compliance with Legislation
- BSBCM305A Organise Workplace Information
Course Structure: 2 years part-time one day per week.
The course requires the completion of 21 units (comprising 18 and 3 electives).

Core Units of Study

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2101A</td>
<td>WORK IN THE ANIMAL CARE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>RUV2102A</td>
<td>FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT</td>
<td>40</td>
</tr>
<tr>
<td>RUV2103A</td>
<td>ASSISTS WITH GENERAL ANIMAL CARE</td>
<td>80</td>
</tr>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>RUV2601A</td>
<td>CARRY OUT VETERINARY RECEPTION DUTIES</td>
<td>30</td>
</tr>
<tr>
<td>RUV2602A</td>
<td>CARRY OUT DAILY CLINIC ROUTINES</td>
<td>40</td>
</tr>
<tr>
<td>RUV2603A</td>
<td>ASSIST WITH SURGERY PREPARATIONS</td>
<td>40</td>
</tr>
<tr>
<td>RUV4601A</td>
<td>COORDINATE PATIENT ADMISSION AND DISCHARGE</td>
<td>40</td>
</tr>
<tr>
<td>RUV4602A</td>
<td>APPLY RADIOGRAPH ROUTINES</td>
<td>70</td>
</tr>
<tr>
<td>RUV4603A</td>
<td>PERFORM CLINIC PATHOLOGY PROCEDURES</td>
<td>70</td>
</tr>
<tr>
<td>RUV4604A</td>
<td>PERFORM CLINIC OFFICE PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>RUV4605A</td>
<td>CARRY OUT SURGICAL NURSING ROUTINES</td>
<td>80</td>
</tr>
<tr>
<td>RUV4606A</td>
<td>NURSE ANIMALS</td>
<td>80</td>
</tr>
<tr>
<td>RUV4607A</td>
<td>CARRY OUT MEDICAL NURSING ROUTINES</td>
<td>30</td>
</tr>
<tr>
<td>RUV4608A</td>
<td>COORDINATE AND PERFORM THEATRE ROUTINES</td>
<td>40</td>
</tr>
<tr>
<td>RUV4609A</td>
<td>PROVIDE SPECIFIC ANIMAL CARE ADVICE</td>
<td>120</td>
</tr>
<tr>
<td>RUV4610A</td>
<td>CARRY OUT VETERINARY DENTAL NURSING PROCEDURES</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of three units, selected by the student, with the approval of the head of department from:

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV4611A</td>
<td>PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS</td>
<td>50</td>
</tr>
<tr>
<td>RUV4612A</td>
<td>COORDINATE CLINIC PROMOTIONAL ACTIVITIES</td>
<td>50</td>
</tr>
<tr>
<td>RUV4613A</td>
<td>DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES</td>
<td>50</td>
</tr>
</tbody>
</table>

Any other units of competency relevant to the Veterinary Nursing sector from:
- RUV04 Animal Care and Management Training Package; and/or

Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 3, 4 or 5.

Diploma of Animal Technology

Course Code: RUV50104
Campus: Werribee, Campus.
Scope of Delivery: Part Time, Full Time
Career Opportunities: Senior Technical Officer, Animal House Manager.
Course Objectives: This course provides students with the skills and knowledge to carry out animal technology duties and to work at a senior or managerial level.

This course provides training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment

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

Selection Criteria: Direct Entry, VTAC Applicants for full-time study should apply through VTAC, applicants for part-time study should submit a direct application.
Course Duration: 3 years
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

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUV2104A</td>
<td>PROVIDE FOOD AND WATER FOR ANIMALS</td>
<td>30</td>
</tr>
<tr>
<td>RUV2105A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>RUV3301A</td>
<td>CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>RUV3302A</td>
<td>CONDUCT EUTHANASIA OF RESEARCH ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV3303A</td>
<td>MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING</td>
<td>50</td>
</tr>
<tr>
<td>RUV3304A</td>
<td>PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV3305A</td>
<td>CARRY OUT SIMPLE BREEDING PROCEDURES</td>
<td>30</td>
</tr>
<tr>
<td>RUV3306A</td>
<td>WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION</td>
<td>50</td>
</tr>
<tr>
<td>RUV3307A</td>
<td>PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV5301A</td>
<td>CARRY OUT BREEDING PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>RUV5302A</td>
<td>CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL</td>
<td>80</td>
</tr>
<tr>
<td>RUV5303A</td>
<td>MANAGE NUTRITION OF RESEARCH ANIMALS</td>
<td>40</td>
</tr>
<tr>
<td>RUV5304A</td>
<td>MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>RUV5305A</td>
<td>MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS</td>
<td>80</td>
</tr>
<tr>
<td>RUV5306A</td>
<td>PLAN AN ANIMAL TECHNOLOGY FACILITY</td>
<td>60</td>
</tr>
<tr>
<td>RUV5307A</td>
<td>MANAGE LABORATORY PROCEDURES</td>
<td>100</td>
</tr>
<tr>
<td>RUV5308A</td>
<td>ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES</td>
<td>60</td>
</tr>
</tbody>
</table>
### Elective Units of Study

A minimum of two units, selected by the student, with the approval of the Head of Department relevant to the Animal Technology sector from:
- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualifications Framework level 4, 5 or 6.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCU00022A</td>
<td>MANAGE A SMALL TEAM</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>PROCESS AND RECORD DATA</td>
<td>70</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>PERFORM ASEPTIC TECHNIQUES</td>
<td>40</td>
</tr>
</tbody>
</table>

### CERTIFICATE II IN COMMUNITY RECREATION

**Course Code:** SRC20206  
**Campus:** Footscray Park.

**Scope of Delivery:** Part Time  
**Career Opportunities:** An assistant in a community recreation setting

**Course Objectives:** This qualification is designed for people wanting to work as an assistant in a community recreation setting.

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

**Selection Criteria:** Direct Entry

**Course Duration:** 1 year

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>SROHCS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRCRD002B</td>
<td>APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK</td>
<td>15</td>
</tr>
<tr>
<td>SRCR0002B</td>
<td>RESPOND TO CLIENTS AT RISK</td>
<td>15</td>
</tr>
<tr>
<td>SRCR0003B</td>
<td>APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING</td>
<td>10</td>
</tr>
<tr>
<td>SRXCA001B</td>
<td>ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
<td>6</td>
</tr>
<tr>
<td>SRXCA002B</td>
<td>ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS</td>
<td>8</td>
</tr>
</tbody>
</table>

### ELECTIVE UNITS OF STUDY

Select five units from those specified in the SRS03 version 2 Training Package.

### CERTIFICATE III IN COMMUNITY RECREATION

**Course Code:** SRC30206  
**Campus:** Footscray Park.

**Scope of Delivery:** Part Time  
**Career Opportunities:** Assistant Community Recreation Officer.

**Course Objectives:** This qualification is designed for people wanting to work as an assistant running a Community Recreation Centre programs.

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

**Selection Criteria:** Direct Entry

**Course Duration:** 1 year

**Course Structure:** Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.

**Co-requisite Units of Study**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM202A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSFLM003A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>ICITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>SRXFAD002A</td>
<td>PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
</tr>
<tr>
<td>SRXGCS003A</td>
<td>PROCESS CLIENT COMPLAINTS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SROHCS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>SRXRIK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
</tbody>
</table>
Stream Units of Study

SRCQUO03B  RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES 10
SRCQUO06B  SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT 15
SRCQUO07B  RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER RESCUE TECHNIQUES 15
SRXFAD001A  PROVIDE FIRST AID 10
SRXFACO01B  MAINTAIN EQUIPMENT OF ACTIVITIES 5
SRXGRO001A  FACILITATE A GROUP 12
SRXRES001B  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 the SRS03 (Version 2) Training Package endorsed by the Australian National Training Authority.

CERTIFICATE IV IN COMMUNITY RECREATION
Course Code: SRC40206

Campus: Footscray Park, Campus
Scope of Delivery: Part Time
Career Opportunities: Community Recreation Officer.
Course Objectives: This qualification is designed for people wanting to work in a Community Recreation Centre, or organising Community Recreation programs.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of School that they are capable of successfully completing the course.
Selection Criteria: Direct Entry
Course Duration: 1 year
Course Structure: Part time basis over 1 year. Part-time
Pre-requisites units of Study
All 5 units
SRXGCS001A  CREATE A CLIENT RELATIONSHIP 10
SRXGCS002A  DEAL WITH CLIENT FEEDBACK 10
BSBCM402A  EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXINU003A  ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY 20
SRXGCS004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGCS005A  ADDRESS CLIENT NEEDS 10
SRXGCS006A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXINO005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRXIK0001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Core Units of Study
All 9 units
BSBCM402A  DEVELOP WORK PRIORITIES 30
ICAITU06C  OPERATE COMPUTING PACKAGES 60
SRXGCS006A  ADDRESS CLIENT NEEDS 10
SRXGCS005A  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
SRXGCS004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXGCS005A  ADDRESS CLIENT NEEDS 10
SRXGCS006A  COORDINATE CLIENT SERVICE ACTIVITIES 20
SRXGCS007A  DEVELOP RECREATION 20
SRXGCS008B  WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS 20
SRXGCS009B  DEVELOP A BUDGET FOR A RECREATION INITIATIVE 20
SRXEMR002A  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

Elective Units of Study
Select eight units with a minimum of five units from sport and recreation training package SRS03 Version 2 Training Package.
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). 

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* 

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

Selection Criteria: Direct Entry, Interview You must complete a direct application form available from the department. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview. 

Course Duration: 1 year 

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 

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40 

ICAITU006C OPERATE COMPUTING PACKAGES 60 

SRXFA002A PROVIDE ADVANCED FIRST AID RESPONSE 20 

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20 

SRXGCST03A PROCESS CLIENT COMPLAINTS 20 

SRXINU002A APPLY SPORT AND RECREATION LAW 10 

SRXKR001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10 

SRXOH5001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10 

EQUIPMENT 20 

WORKPLACE 10 

AND PROCEDURES RELATED TO THE WORKBEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10 

Specialisation Units of Study 

Select four units from those specified in the SRS03 version 2 Training Package 

CERTIFICATE IV IN FITNESS (I) 

Course Code: SRF40206 

Campus: Footscray Park, Campus (TAFE Fees Apply). 

Scope of Delivery: Full Time 

Career Opportunities: When you graduate you will be qualified to work as a Personal Trainer, Aqua Trainer or a fitness specialist working with children or older adults. 

Course Objectives: This course provides students with the practical skills and knowledge to become a qualified personal trainer. 

The course provides advanced training for those employed, or seeking employment as an Aerobic, Fitness or Aquatic Instructor. 

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

Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* 

Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. You must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of School that you possess the necessary skills and knowledge to undertake formal study. You must have also completed Certificate III Fitness or equivalent. 

Selection Criteria: Direct Entry 

Course Duration: 0.5 years 

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
### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFFIT003B</td>
<td>Undertake Client Induction and Screening</td>
<td>10</td>
</tr>
<tr>
<td>SRFFIT004B</td>
<td>Develop Basic Fitness Programs</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT005B</td>
<td>Apply Basic Exercise Science to Exercise Instruction</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT006B</td>
<td>Use and Maintain Core Fitness Industry Equipment</td>
<td>10</td>
</tr>
<tr>
<td>SRFFIT014A</td>
<td>Provide Advice to Clients on the Application of Basic Anatomy and Physiology to Fitness Programs</td>
<td>50</td>
</tr>
<tr>
<td>SRFFIT015A</td>
<td>Provide Nutrition Advice to Clients in Accordance with Recommended Guidelines</td>
<td>50</td>
</tr>
<tr>
<td>SRGFYM001B</td>
<td>Instruct Fitness Activity Skills to a Client Using Fitness Equipment</td>
<td>20</td>
</tr>
<tr>
<td>SRFSPP002A</td>
<td>Develop and Apply an Awareness of Specific Populations to Exercise Delivery</td>
<td>30</td>
</tr>
<tr>
<td>SRXGRO003A</td>
<td>Provide Leadership to Groups</td>
<td>18</td>
</tr>
</tbody>
</table>

### Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFFIT007B</td>
<td>Undertake Relevant Exercise Planning and Programming</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT008B</td>
<td>Utilise a Broad Knowledge of Exercise Science in Exercise Planning, Programming and Instruction</td>
<td>30</td>
</tr>
<tr>
<td>SRFFIT009B</td>
<td>Undertake Postural Appraisal of Low Risk Clients</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT010B</td>
<td>Utilise a Broad Range of Fitness Equipment</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT011B</td>
<td>Provide Exercise for Fitness Industry Clients with Special Requirements</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT012B</td>
<td>Utilise an Understanding of Motivational Psychology with Fitness Clients</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT013B</td>
<td>Provide Information and Exercise Related to Nutrition and Body Composition</td>
<td>20</td>
</tr>
</tbody>
</table>

### Subject SRFPTI001B not found

### 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);
- Any other nationally endorsed Industry Training Package related to the industry.

### DIPLOMA OF FITNESS (I)

**Course Code:** SRF50206  
**Campus:** Footscray Park, Campus (TAFE Fees Apply).  
**Scope of Delivery:** Full Time  
**Career Opportunities:** Fitness Specialist/ Manager of a Fitness Centre.  
**Course Objectives:** This course provides students with the skills and knowledge to become a registered fitness specialist.  
The course provides advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor. It provides more detailed information regarding working with clients who have special needs and/or medical problems.  
**Entry Requirements:** Other Successful completion of Certificate IV in Fitness SRF40206 or equivalent  
**Selection Criteria:** Interview, VTAC All applicants must apply through VTAC. Selection will be based on interest/involvement in the fitness industry, previous education and/or qualifications and possible interview.  
**Course Duration:** 1 year  
**Course Structure:** The course is one year full-time. Full-time.  
Prerequisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXOGN001A</td>
<td>Conduct Projects</td>
<td>15</td>
</tr>
<tr>
<td>SRXOHS002B</td>
<td>Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs</td>
<td>12</td>
</tr>
<tr>
<td>SRXRK001A</td>
<td>Undertake Risk Analysis of Activities</td>
<td>10</td>
</tr>
</tbody>
</table>

Prerequisite Units of Study for stream units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXOHS001B</td>
<td>Follow Defined Occupational Health and Safety Policies and Procedures</td>
<td>10</td>
</tr>
<tr>
<td>SRXOHS002A</td>
<td>Apply Sport and Recreation Law</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units of Study

- Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of 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);
- Any other nationally endorsed Industry Training Package related to the industry.
To qualify for admission to the course, an applicant must

SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK
SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH
SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL
SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY 60
SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND
SRFFSP003A PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND
SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND
SRFFSP001A PLAN AND DELIVERY EXERCISE FOR CHILDREN AND YOUNG

Core Units of Study
BSBADM502A MANAGE MEETINGS 30
BSBFLM404A LEAD TEAM 50
ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGCSS07A DETERMINE NEEDS OF CLIENT POPULATIONS 20
SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES 12
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY
SRXGCSO02A DEAL WITH CLIENT FEEDBACK 10
SRXFAD001A PROVIDE FIRST AID 10
BSBCM202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRFFSP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR
SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND
SRFFSP003A PLAN AND DELIVER EXERCISE TO PROMOTE PHYSICAL AND
SRFFSP004A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CHILDREN AND
SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY 60
SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL
SRFFSP007A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH
SRFFSP008A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH MODERATE RISK

Elective Units of Study
Four elective units of study from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry. Any units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

CERTIFICATE II IN SPORT AND RECREATION
Course Code: SR202016
Campus: Footscray Park, Campus
Scope of Delivery: Part Time
Career Opportunities: Sports administrative assistant
Course Objectives: This course gives students the knowledge and skills to work in the sport and recreation industry. It is offered as a traineeship or as VET in schools. This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.
Entry Requirements: To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent**. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any).
Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current Year 12 applicants: ENTER and/or academic record**. Middle-band consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. Applicants undertaking this qualification as a traineeship must be employed in the Sport and Recreation Industry.
Selection Criteria: Direct Entry
Course Duration: 1 year
Course Structure: The course may be offered on a part-time basis over 1 year (508 nominal hours). This course is also available as a traineeship. This course is only offered as a traineeship or as VET in schools.
Core Units of Study
All 5 units
BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXFAD001A PROVIDE FIRST AID 10
SRXGCSS02A DEAL WITH CLIENT FEEDBACK 10
SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY
SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES
Specialisation Streams
Choose 1 specialisation unit from:
- Amenity Horticulture;
To qualify for admission to the course, an applicant must have successfully completed a course of study at year 12 or equivalent*. Year 12 Prerequisites: Units 3 and 4 - Study score of at least 20 in English (any). Selection Mode: Current Year 12 applicants: Equivalent National Tertiary Entrance Rank (ENTER) and two-stage process with a middle-band of approximately 20%. Non-current year 12 applicants: ENTER and/or academic record*. Middle-band: consideration is given to performance in the full range of VCE studies undertaken.* Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0.

Selection Criteria: Direct Entry

Course Duration: 1 year

Course Structure: The course may be offered on a part-time basis over 1 year Part-time; Flexible Delivery.

Care Units of Study

All 5 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>SRXFAD001A</td>
<td>PROVIDE FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>SRXGCS002A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRXINU001A</td>
<td>DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY</td>
<td>10</td>
</tr>
<tr>
<td>SRXOHS001B</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
</tbody>
</table>

Stream Units of Study

All 3 units

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO0DR001A</td>
<td>APPLY BASIC OUTDOOR RECREATION LOGISTICS</td>
<td>10</td>
</tr>
<tr>
<td>SRO0DR004A</td>
<td>ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS</td>
<td>15</td>
</tr>
<tr>
<td>SROOPS001B</td>
<td>IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES</td>
<td>10</td>
</tr>
</tbody>
</table>

Specialisation Units of Study

Select two, one of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; climbing - natural surface; Coxswain - Engineering; Coxswain - nautical knowledge; Cycling; fishing; Kayaking; Off-highway motorcycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling; Snowboarding; Surfing; Trail horse riding; Yachting

General Specialisations - Community recreation; Disability - Orientation; Driving; Facility maintenance.

General Specialisation A

2 units from Certificate II qualifications within sport and recreation

General Specialisation B

2 units from Certificate III qualifications within Training Packages from other industries

CERTIFICATE III IN SPORT AND RECREATION

Course Code: SR030106

Campus: Industry, Footscray Park, Campus based.

Scope of Delivery: Full Time

Career Opportunities: Sports Administrator

Course Objectives: This course provides training for individuals working in administrative roles in the sport and recreation industry and is generally delivered through a traineeship.

This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

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

Selection Criteria: Direct Entry Applicants would normally be employed as a Sport and Recreation trainee.

Course Duration: 1 year

Course Structure: This course is 12 months full time. This course is offered as the academic component of a Sport and Recreation Traineeship.

Care Units of Study

All 3 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN302A</td>
<td>ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>40</td>
</tr>
<tr>
<td>ICALITU006C</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>SRXFAD002A</td>
<td>PROVIDE ADVANCED FIRST AID RESPONSE</td>
<td>20</td>
</tr>
<tr>
<td>SRXGCS004A</td>
<td>MEET CLIENT NEEDS AND EXPECTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SRXGCST03A</td>
<td>PROCESS CLIENT COMPLAINTS</td>
<td>20</td>
</tr>
<tr>
<td>SRXINU002A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SRXRK001A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
</tbody>
</table>
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. Additionally students must either complete or have completed associated pre-requisite units. Contact the Department for details.

Specialisation Streams

A minimum of one Certificate III in Sport and Recreation SRO20106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2007.

- Events and Facilities;
- Sales and Marketing;
- Amenity Horticulture;
- Hospitality;
- General Administration;
- Retail.

Elective Units of study

A minimum of five units of study, selected by the student with the approval of the Head of School, at Australian Qualification Framework level II, III or IV having regard to relevant units of study listed in any Training Package endorsed by the Australian National Training Authority.

CERTIFICATE III IN OUTDOOR RECREATION

Course Code: SRO30206
Campus: Footscray Park.

Scope of Delivery: Part Time

Career Opportunities: Assistant Outdoor Recreation Officer

Course Objectives: This qualification is designed for people wanting to work as an assistant running Outdoor Recreation Program.

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

Selection Criteria: Direct Entry

Course Duration: 0.5 years

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

SCHOOL OF SPORT & SCIENCE

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

SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20

SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20

SRXGST03A PROCESS CLIENT COMPLAINTS 20

SRXINU002A APPLY SPORT AND RECREATION LAW 10

SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES 10

SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

SROODR002A PLAN OUTDOOR RECREATION ACTIVITIES 10

SROODR005A GUIDE OUTDOOR RECREATION SESSIONS 20

SROOPS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT 8

SROOPS003B APPLY WEATHER INFORMATION 15

SRXEMR001A RESPOND TO EMERGENCY SITUATIONS 18

SRXGRO001A FACILITATE A GROUP 12

SRXGRO002A DEAL WITH CONFLICT 10

Specialisation Units of Study

Select two, one of which must be an activity specialisation from specialisation from those specified in the SRS03 version 2 Training Package: Abseiling - natural surface; Bushwalking; Canoeing; Caving; Climbing - artificial surface; climbing - natural surface; Coxswain - Engineering; Coxswain - nautical knowledge; Cycling; Fishing; Kayaking; Off-highway motocycling; Personal water craft - controlled conditions; Rafting - moving water; Sea kayaking; Skiing - downhill; Skiing - ski touring; Small boat handling; Snorkelling; Snowboarding; Surfing; Trail horse riding; Yachting

General Specialisations - Community recreation; Disability - Orientation; Driving; Facility maintenance.

General Specialisation A

2 units from Certificate II qualifications within sport and recreation

Elective Units B

Select six units from those specified in the SRS03 Version 2 Training Package 2006.
CERTIFICATE IV IN SPORT AND RECREATION

Course Code: SRO40106

Campus: Footscray Park.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Sports Administration Officer.

Course Objectives: This course provides training for persons working as administrative officers in the sport and recreation industry.

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

Selection Criteria: VTAC Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration: 1 year

Course Structure: The course is over one year full-time or part-time equivalent. This course is offered on a full-time basis.

Pre-requisite Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO50106A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
<td>10</td>
</tr>
<tr>
<td>SRO50107A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRO50108A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SRO50109A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>SRO50110A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
</tr>
</tbody>
</table>

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO50111A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>SRO50112A</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>SRO50113A</td>
<td>ADDRESS CLIENT NEEDS</td>
<td>10</td>
</tr>
<tr>
<td>SRO50114A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>SRO50115A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
<td>20</td>
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<tr>
<td>SRO50116A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRO50117A</td>
<td>CONDUCT PROJECTS</td>
<td>15</td>
</tr>
<tr>
<td>SRO50118A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>12</td>
</tr>
<tr>
<td>SRO50119A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
</tbody>
</table>

Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.

Specialisation Streams

A minimum of one Certificate IV in Sport and Recreation (SRO40106) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2006:

- Amenity Horticulture;
- Events and Facilities;
- General Administration;
- Retail;
- Sales and Marketing.

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of School, at Australian Qualification Framework level III or IV, having regard to relevant units listed in the SRS03 (Version 2.0) Training Package endorsed by the Australian National Training Authority.

Diploma of Sport and Recreation

Course Code: SRO50106

Campus: Footscray Park, Campus.

Scope of Delivery: Part Time, Full Time

Career Opportunities: Sports Administration Officer

Course Objectives: This course provides training for individuals working as administration managers in the sport and recreation industry with marketing, event and conference management and client service co-ordination responsibilities. There are also specialist areas of golf and tennis delivered through the Diploma of Sport and Recreation.

This course provides training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements: Successful completion of VCE/VCAL or equivalent 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 Criteria: VTAC Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration: 1 year

Course Structure: The course is over 12 months on a full-time basis or part-time equivalent. Full-time or part-time equivalent.

Pre-requisites Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRO50120A</td>
<td>CREATE A CLIENT RELATIONSHIP</td>
<td>10</td>
</tr>
<tr>
<td>SRO50121A</td>
<td>DEAL WITH CLIENT FEEDBACK</td>
<td>10</td>
</tr>
<tr>
<td>SRO50122A</td>
<td>APPLY SPORT AND RECREATION LAW</td>
<td>10</td>
</tr>
<tr>
<td>SRO50123A</td>
<td>FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>SRO50124A</td>
<td>EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT</td>
<td>20</td>
</tr>
<tr>
<td>SRO50125A</td>
<td>DEVELOP WORK PRIORITIES</td>
<td>30</td>
</tr>
<tr>
<td>SRO50126A</td>
<td>OPERATE COMPUTING PACKAGES</td>
<td>60</td>
</tr>
<tr>
<td>SRO50127A</td>
<td>ADDRESS CLIENT NEEDS</td>
<td>10</td>
</tr>
<tr>
<td>SRO50128A</td>
<td>COORDINATE CLIENT SERVICE ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>SRO50129A</td>
<td>ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY</td>
<td>20</td>
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<tr>
<td>SRO50130A</td>
<td>PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>SRO50131A</td>
<td>CONDUCT PROJECTS</td>
<td>15</td>
</tr>
<tr>
<td>SRO50132A</td>
<td>IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS</td>
<td>12</td>
</tr>
<tr>
<td>SRO50133A</td>
<td>UNDERTAKE RISK ANALYSIS OF ACTIVITIES</td>
<td>10</td>
</tr>
</tbody>
</table>

Additionally students must either complete or have completed associated pre-requisite units. Contact the School for details.

Specialisation Streams

- Sales and Marketing.
- Retail.
- General Administration.
- Events and Facilities.
- Amenity Horticulture.

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.

Faculty of Workforce Development
Core Units of Study

BSBADM502A  MANAGE MEETINGS  30
BSBFLM404A  LEAD WORK TEAMS  50
ICAITU126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS  40
SRSXGCS07A  DETERMINE NEEDS OF CLIENT POPULATIONS  20
SRSXGCS07A  DETERMINE NEEDS OF CLIENT POPULATIONS  20
SRSXGCS07A  DETERMINE NEEDS OF CLIENT POPULATIONS  20
SXRINU004A  PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES  12
SXRINU005A  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE  35
SXRKOGO02A  MANAGE AN ORGANISATION’S RISK  40

Specialisation Streams

A minimum of one Diploma of Sport and Recreation SRO50106 specialist stream, selected by the student with the approval of the Head of School, drawn from the Outdoor Recreation Training Package SRO03 (V2.00), Australian National Training Authority, 2006.

-Facilities
-Finance
-General Administration
-Human Resources
-Marketing
-Recreation

Elective Units of Study

A minimum of ten units, selected from those specified in the SRS03 (version 2.00) Training Package by the student with the approval of the Head of School, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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 II IN SPORT (CAREER ORIENTATED PARTICIPATION)

Course Code: SRS20206

Campus: Footscray Park.

Scope of Delivery: Part Time

Career Opportunities: Professional sportsperson

Course Objectives: This qualification is designed for athletes likely to make a career out of playing sport.

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

Selection Criteria: Direct Entry

Course Duration: 1 year

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
SRSXGCS02A  PROVIDE FIRST AID  10
SRSXGCS002A  DEAL WITH CLIENT FEEDBACK  10
SRSXNU001A  DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY  10
SRSXGCS014B  PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW  15
SRSXGCS003B  DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS  5
SRSXGCS004B  DEVELOP NEGOTIATION SKILLS  10
SRSXGCS005B  DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS  10
SRSXGCS006B  COMPLETE A TAX RETURN  10
SRSXGCS007B  DEVELOP FINANCIAL GOAL SETTING PLAN  10
SRSXGCS008B  PREPARE A PRE OR POST EVENT MEAL  15
SRSXGCS009B  COLLECT INFORMATION ON DRUGS IN SPORT  5
SRSXGCS010B  COLLECT INFORMATION ON STRESS MANAGEMENT  5
SRSXGCS011B  DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN  10
SRSXGCS012B  DEVELOP A TRAVEL AND ACCOMMODATION PLAN  15
SRSXGCS013B  DEVELOP A CAREER GOAL SETTING PLAN  5
SRSXGCS014B  PREPARE TO STUDY  5

Stream Units of Study

All 14 units

SRSXGP001B  PREPARE FOR PUBLIC SPEAKING  10
SRSXGP002B  PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW  10
SRSXGP003B  DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS  5
SRSXGP004B  DEVELOP NEGOTIATION SKILLS  10
SRSXGP005B  DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS  10
SRSXGP006B  COMPLETE A TAX RETURN  10
SRSXGP007B  DEVELOP FINANCIAL GOAL SETTING PLAN  10
SRSXGP008B  PREPARE A PRE OR POST EVENT MEAL  15
SRSXGP009B  COLLECT INFORMATION ON DRUGS IN SPORT  5
SRSXGP010B  COLLECT INFORMATION ON STRESS MANAGEMENT  5
SRSXGP011B  DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN  10
SRSXGP012B  DEVELOP A TRAVEL AND ACCOMMODATION PLAN  15
SRSXGP013B  DEVELOP A CAREER GOAL SETTING PLAN  5
SRSXGP014B  PREPARE TO STUDY  5
Specialisation Units of Study
Select one specialisation from those specified in the SRS03 version 2 Training Package: Australian Football; Canoeing; Cricket; Golf; Netball; Rugby League; Rugby Union; Touch

Elective Units of Study
Select seven units from those specified in the SRS03 version 2 Training Package.

CERTIFICATE III IN SPORT (CAREER ORIENTATED PARTICIPATION)
Course Code: SRS30206
Campus: Footscray Park.
Scope of Delivery: Part Time

Career Opportunities: Professional sportsperson

Course Objectives: This qualification is designed for athletes likely to make a career out of playing sport.

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

Selection Criteria: Direct Entry

Course Duration: 1 year

Course Structure: 12 months part-time. Part-time.

Care Units of Study
BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT 40
BSBFAM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS 40
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE 20
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXINU002A APPLY SPORT AND RECREATION LAW 10
SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS 20
SRXOH5001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
SRXRK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10

Stream Units of Study
SRSCOP015B PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS 5
SRSCOP017B DEVELOP SELF AWARENESS 5
SRSCOP018B DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL 5
SRSCOP019B DEVELOP A SPONSORSHIP PROPOSAL 10

CERTIFICATE IV IN SPORT (COACHING) (I)
Course Code: SRS40206
Campus: Industry, Footscray Park.
Scope of Delivery: Full Time

Career Opportunities: 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;
• 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 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.

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.

Entry Requirements: Successful completion of VCE/VCAL or equivalent, IELTS level IELTS Level 5.5

Selection Criteria: Direct Entry, Interview, Written Application There are no other selection processes.

Course Duration: 1 year

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 SRS03Sport Training Package.

Core Units of Study
BSBCMN402A DEVELOP WORK PRIORITIES 30
ICAITU006C OPERATE COMPUTING PACKAGES 60
SRXGCS006A ADDRESS CLIENT NEEDS 10
SRXGCS007A 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
SRXGNO001A CONDUCT PROJECTS 15
SRXHIS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXRKO001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXGRO008A SELECT A TEAM OR GROUP 15
SRXGRO009A WORK WITH OFFICIALS 10

Elective Units of Study
SRXGRO010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES 5
SRXGRO011A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY 20
SRXGRO012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE 10
SRXGRO013A MONITOR COACH WELFARE 10
SRXGRO014A 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
SRXSMAR012A TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS. 20
SRXSMAR001A TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS. 20
SRXSMAR002A COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY. 15
SRXSMAR003A COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY. 15
SRXSMAR004A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS. 20
SRXSMAR005A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS. 20
SRXSMAR006A TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS. 20
SRXMKS001A PROVIDE FIRST AID 10
SRXMKS002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES 10
SRXMKS003A COORDINATE AND IMPLEMENT FIRST AID TRAINING 10
BSBFLMS020A PROVIDE LEADERSHIP IN THE WORKPLACE 60
BSBFLMS030A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS 60
BSBFLMS040A FACILITATE WORK TEAMS 60
BSBMKS001A EVALUATE MARKETING OPPORTUNITIES 80
BSBMKS002A ESTABLISH AND ADJUST THE MARKETING MIX 80
BSBMKS003A DEVELOP A MARKETING COMMUNICATIONS PLAN 50
BSBMKS004A IMPLEMENT A MARKETING SOLUTION 60
BSBMKS005A REVIEW MARKETING PERFORMANCE 40

CERTIFICATE IV IN SPORT (DEVELOPMENT) (I)
Course Code: SRS40506
Campus: Footscray Park, Campus.
Scope of Delivery: Part Time, Full Time
Career Opportunities: When you graduate you will be qualified to be a Sports Coach, Sport Development Officer.
Course Objectives: This course provides training for coaches or officials, who wish to work in the sport industry at the beginner and intermediate levels and/or

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This qualification is designed for people wanting to work as a sports development officer.

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

**Course Duration:** 1 year

**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
- BSBCM301A \ 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
- BSBCM402A \ DEVELOP WORK PRIORITIES \ 30
- ICAITU006A \ OPERATE COMPUTING PACKAGES \ 60
- SRXGCS006A \ ADDRESS CLIENT NEEDS \ 10
- SRXGCT005A \ COORDINATE CLIENT SERVICE ACTIVITIES \ 20
- SRXINU003A \ ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY \ 20
- SRXINU004A \ PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES \ 12
- SRXOGN001A \ CONDUCT PROJECTS \ 15
- SRXOHS002B \ IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS \ 12
- SRXKRO001A \ UNDERTAKE RISK ANALYSIS OF ACTIVITIES \ 10

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
- SRSG0P001A \ OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK \ 25
- SRSG0P002A \ APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS \ 15
- SRSG0P004A \ APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE \ 15
- SRSG0P005A \ RESOLVE CONFLICT RELATED TO OFFICIATING \ 15
- SRSG0P006A \ DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS \ 20
- SRXSPI003A \ 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
- SRXGR001A \ FACILITATE A GROUP \ 12
- SRXGR002A \ 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 (DEVELOPMENT) (I)

**Course Code:** SR5S0506

**Campus:** Industry, Footscray Park, Campus.

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

**Career Opportunities:** Sports coach, sports official, sports administrator

**Course Objectives:** 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.

This course provides training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

**Entry Requirements:** Successful completion of VCE/VCGAL or equivalent, IELTS level

**Selection Criteria:** VTAC Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, prior qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission. In addition to satisfying the entry requirements for Australian resident students or demonstrating equivalence, overseas students must provide evidence of proficiency in the English language: International English Language Testing System - Overall score of 6 and no individual band score less than 6.0. 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.

**Course Duration:** 2 years

**Course Structure:** Pre-requisite Units of Study
- SRXGCS001A, SRXGNO001A, SRXGCS002A, BSBCM301A, SRXKRO001A, SRXINU002A, SRXOHS002B, SRXOHS001A

Core Units of Study
- BSADM502A, BSBFIM404A, ICAITU126B, SRXGCS007A, SRXINU004A, SRXINU005A, SRXGNO002A, SRXOHS003B, SRXKRO002A
Pre-requisite Units of Study for stream units
SRXCAI004B, BSBCM1202A, SRXOH5001B, SRXCAI001B, BSBCM1102A, SRXCAI003B, SRXCAI005B, SRXFA001A, SRXEMR001A, SRXCAI002B, SRXCAI003B, SRXCAI004B, SRXCAI005B

Stream Units of Study
All of the following stream units of study:

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.

This course is offered on a full-time basis over two years. The Certificate IV in Sport (Development) forms the first year of the course.

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
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
BSBMKG505A  REVIEW MARKETING PERFORMANCE 40
HLTFA301B  APPLY FIRST AID 18
SRSSPT003A  IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID 30
SRSSPT007A  TAPE ANKLE, THUMB AND FINGERS 30

Course Duration
The course may be offered on a full-time basis over two years or part-time equivalent.

Course structure
Pre-requisite Units of Study
SRXGCS001A  CREATE A CLIENT RELATIONSHIP 10
SRXGNO01A  CONDUCT PROJECTS 15
SRXGCS002A  DEAL WITH CLIENT FEEDBACK 10
BSBCM1203A  EXECUTE INITIATIVE IN A BUSINESS ENVIRONMENT 20
SRXRK001A  UNDERTAKE RISK ANALYSIS OF ACTIVITIES 10
SRXINU002A  APPLY SPORT AND RECREATION LAW 10
SRXOH5002B  IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS 12
SRXOH5001A  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK TO BE UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10

Core Units of Study
BSBADM502A  MANAGE MEETINGS 30
BSBFLM404A  LEAD WORK TEAMS 50
ICAITU126B  USE ADVANCED FEATURES OF COMPUTER APPLICATIONS 40
SRXGSS07A  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
SRXGNO002A  MANAGE PROJECTS 30
SRXOH5003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRK002A  MANAGE AN ORGANISATION’S RISK 40
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
BSBCM1202A  ORGANISE AND COMPLETE DAILY WORK ACTIVITIES 20
SRXOH5001B  FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES RELATED TO THE WORK TO BE UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE 10
SRXCAI001B  MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE 35
SRXGNO002A  MANAGE PROJECTS 30
SRXOH5003B  ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM 15
SRXRK002A  MANAGE AN ORGANISATION’S RISK 40

Pre-requisite Units of Study for stream units
SRXCAI004B  PLAN A SESSION OR PROGRAM FOR PARTICIPANTS 8
SRXCAI003B  PROVIDE EQUIPMENT FOR ACTIVITIES 7
SRXCAI005B  CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS 8
SRXFA001A  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
**FACULTY OF WORKFORCE DEVELOPMENT**

Stream Units of Study

All of the following stream units of study.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SRSCGP004A</td>
<td>PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>15</td>
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<tr>
<td>SRSCGP009A</td>
<td>WORK WITH OFFICIALS</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP010A</td>
<td>PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES</td>
<td>5</td>
</tr>
<tr>
<td>SRSCGP011A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>SRSCGP012A</td>
<td>SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP013A</td>
<td>MONITOR COACH WELFARE</td>
<td>10</td>
</tr>
<tr>
<td>SRSCGP014A</td>
<td>IMPLEMENT RECOVERY PROGRAMS</td>
<td>25</td>
</tr>
<tr>
<td>SRSOGP007A</td>
<td>EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP008A</td>
<td>MANAGE CONFLICT RELATED TO OFFICIATING</td>
<td>15</td>
</tr>
<tr>
<td>SRSOGP009A</td>
<td>PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS</td>
<td>20</td>
</tr>
<tr>
<td>SRSSPT003A</td>
<td>IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID</td>
<td>30</td>
</tr>
<tr>
<td>SRXCAI008B</td>
<td>PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM</td>
<td>20</td>
</tr>
<tr>
<td>SRXCAI009B</td>
<td>CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS</td>
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</tr>
<tr>
<td>SRXCAI010B</td>
<td>EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS</td>
<td>20</td>
</tr>
<tr>
<td>SRXGRO001A</td>
<td>FACILITATE A GROUP</td>
<td>12</td>
</tr>
<tr>
<td>SRXGRO002A</td>
<td>DEAL WITH CONFLICT</td>
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</tbody>
</table>

Elective Units of Study

A minimum of nine Diploma units, selected by the student with the approval of the Head of School, from those specified in the SRS03 (version 2.00) Training Package from Sport & Recreation, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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<tr>
<td>HLTFA201</td>
<td>PROVIDE BASIC EMERGENCY LIFE SUPPORT</td>
<td>8</td>
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<tr>
<td>HLTCPR201A</td>
<td>PERFORM CPR</td>
<td>3</td>
</tr>
<tr>
<td>SRSSPT001A</td>
<td>IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID</td>
<td>20</td>
</tr>
<tr>
<td>SRSSPT010A</td>
<td>TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT</td>
<td>10</td>
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</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of Sport & Science in 2010. IMPORTANT NOTICE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBADM502A MANAGE MEETINGS

Locations: Footscray Nicholson, Industry, City King St, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: Prepare for meetings; Conduct meetings; Follow up meetings.
Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

Industry (FLM stream):
Students will be required participate in a role playing exercise in class where they will be faced with a variety of different meeting scenarios and situations. The students will need to be able to manage these situations as they arise. 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.

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Organise work schedule; Complete work tasks; review work performance.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN204A WORK EFFECTIVELY WITH OTHERS

Locations: Industry, City King St, Footscray Park, Whitten Oval, Footscray
Prerequisite(s): To be advised.
Content: Develop effective workplace relationships; Contribute to workgroup activities.
Unit Hours: 15
Required Reading: Mid year enrolled students will need the Vu Learning guide Student clinics VU 2009 VU
Assessment: Participation in all activities at the Orientation camp.
Demonstration of team work and co-operation with others in student clinics. Each student must consistently demonstrate skills in the clinic by performing the shared reception duties, perform the job of the Clinic Manager and perform 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.

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; participate in planning the introduction of change; Support the implementation of change.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research.

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBCMN305A ORGANISE WORKPLACE INFORMATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect and assess information; Organise information; Review information needs.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Class participation and attendance, problem solving sheets, working in small groups, class room exercises

BSBCMN402A DEVELOP WORK PRIORITIES

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
**FACULTY OF WORKFORCE DEVELOPMENT**

**BSBCM403A ESTABLISH BUSINESS NETWORKS**

**Locations:** To be advised.

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

**Content:** Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.

**Unit Hours:** 50

**Required Reading:** To be advised.

**Assessment:** Assignment, presentation, written and practical tasks, case studies, research

**BSBCM405A ANALYSE AND PRESENT RESEARCH INFORMATION**

**Locations:** To be advised.

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

**Content:** Gather and organise information; Research and analyse information; Present information.

**Unit Hours:** 40

**Required Reading:** To be advised.

**Assessment:** Develop a report presenting information gathered, analysed and reviewed in relation to an organisational need

**BSBFLM503A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS**

**Locations:** Footscray Nicholson, Industry, Footscray Park

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

**Content:** Rights and responsibilities of employers and employees; Industrial relations; Employer organizations; Work readiness including application and interview processes in relation to the accounting and finance industry.

**Unit Hours:** 60

**Required Reading:** No required text.

**Assessment:** This unit may be assessed by presentations, tests, assignments, projects, coursework.

**BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS**

**Locations:** Industry, City King St, Footscray Park

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

**Content:** Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

**Unit Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

**BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS**

**Locations:** Industry, City King St, Footscray Park

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

**Content:** Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.

**Unit 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 presentations.

**BSBMGT505A ENSURE A SAFE WORKPLACE**

**Locations:** Footscray Nicholson, Industry, Footscray Park, St Albans

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

**Content:** Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.

**Unit Hours:** 60

**Required Reading:** No required text.

**Assessment:** Assessment may be class work, project work, assignments, topic tests and presentations.

**BSBMKG501A EVALUATE MARKETING OPPORTUNITIES**

**Locations:** Industry, Footscray Park

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

**Content:** Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.

**Unit Hours:** 80

**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:** Industry, Footscray Park

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

**Content:** Evaluate the significance of each component of the marketing mix and their interrelationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.

**Unit 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: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Unit Hours: 50
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG504A IMPLEMENT A MARKETING SOLUTION
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Unit Hours: 60
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG505A REVIEW MARKETING PERFORMANCE
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Unit Hours: 40
Required Reading: -
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBOHS301B APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.
Unit Hours: 20
Required Reading: No Required Reading
Assessment: To be advised.

BSBOHS302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.
Unit Hours: 30
Required Reading: No Required Text
Assessment: To be advised.

BSBOHS303A CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT
Locations: Werribee, Footscray Nicholson
Prerequisite(s): To be advised.
Content: Contribute to OHS hazard identification and risk assessment
Unit Hours: 30
Required Reading: -
Assessment: Water Operations
Assessment will consist of a series of tasks involving assessing hazard and risk across a number of other water operations areas. The student will be required to complete risk assessment checksheets and develop risk elimination/reduction strategies as well as implementation strategies. Employability skills will be demonstrated in this unit. Reflection of learning will be encouraged by use of an e portfolio or work based diary.
Scenarios for assessment in this unit will be drawn from other units which cover technical aspects of this qualification.
Acceptable recognition evidence may consist of a verified position description or resume which shows the learner contributes to the quality system of the workplace by implementing OHS procedures and practices.
Some questioning may be necessary to demonstrate knowledge of OHS concepts.

BSBOHS303B CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Unit Hours: 30
Required Reading: No required reading.
Assessment: To be advised.
BSBOHS304B CONTRIBUTE TO OHS HAZARD CONTROL
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to controlling occupational health and safety (OHS) hazards in the workplace in order to maintain a healthy and safe workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Unit Hours: 30
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS305B CONTRIBUTE TO OHS ISSUE RESOLUTION
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the resolution of occupational health and safety (OHS) issues in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Unit Hours: 30
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS306B CONTRIBUTE TO IMPLEMENTING EMERGENCY PREVENTION ACTIVITIES AND RESPONSE PROCEDURES
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards.
Unit Hours: 20
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS307B PARTICIPATE IN OHS INVESTIGATIONS
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to participate in occupational health and safety (OHS) investigations. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Unit Hours: 25
Required Reading: No required reading.
Assessment: To be advised.

BSBOHS401B CONTRIBUTE TO THE IMPLEMENTATION OF A SYSTEMATIC APPROACH TO MANAGING OHS
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
Unit Hours: 50
Required Reading: Learner Guide - BSBOHS401B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS402B CONTRIBUTE TO THE IMPLEMENTATION OF THE OHS CONSULTATION PROCESS
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS402B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Competency based assessment

BSBOHS403B IDENTIFY HAZARDS AND ASSESS OHS RISKS
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
Unit Hours: 60
Required Reading: Learner Guide - BSBOHS403B Safetyline Institute, 2008 Worksafe W.A., Perth WA
Assessment: To be advised.
BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS404B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS405B CONTRIBUTE TO THE IMPLEMENTATION OF EMERGENCY PROCEDURES

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.
Unit Hours: 30
Required Reading: Learner Guide - BSBOHS405B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS406B USE EQUIPMENT TO CONDUCT WORKPLACE MONITORING

Locations: Werribee
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 60
Required Reading: Learner Guide - BSBOHS406B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS408A ASSIST WITH COMPLIANCE WITH OHS AND OTHER RELEVANT LAWS

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS408A Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS501B PARTICIPATE IN THE COORDINATION AND MAINTENANCE OF A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
Unit Hours: 50
Required Reading: Learner Guide - BSBOHS501B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS502B PARTICIPATE IN THE MANAGEMENT OF THE OHS INFORMATION AND DATA SYSTEMS

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.
Unit Hours: 50
Required Reading: Learner Guide - BSBOHS502B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS503B ASSIST IN THE DESIGN AND DEVELOPMENT OF OHS PARTICIPATIVE ARRANGEMENTS

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to assist in designing and developing effective participative arrangements as an integral part of systematic approaches to managing occupational health and safety (OHS). This process will result in stakeholders having real opportunities to participate in OHS processes.
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS503B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT

Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS504B Safetyline Institute, 2008 Worksafe W.A., Perth, W.A.
Assessment: To be advised.
BSBOHS505B MANAGE HAZARDS IN THE WORK ENVIRONMENT

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.

Unit Hours: 60
Required Reading: Learner Guide - BSBOHS505B Safetyline Institute, 2008
Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS506B MONITOR AND FACILITATE THE MANAGEMENT OF HAZARDS ASSOCIATED WITH PLANT

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to effectively identify hazards, and to assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety.

Unit Hours: 60
Required Reading: Learner Guide - BSBOHS506B Safetyline Institute, 2008
Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS507B FACILITATE THE APPLICATION OF PRINCIPLES OF OCCUPATIONAL HEALTH TO CONTROL OHS RISK

Locations: Werribee
Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 40
Required Reading: Learner Guide - BSBOHS507B Safetyline Institute, 2008
Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS508B PARTICIPATE IN THE INVESTIGATION OF INCIDENTS

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.

Unit Hours: 50
Required Reading: Learner Guide - BSBOHS508B Safetyline Institute, 2008
Worksafe W.A., Perth, W.A.
Assessment: To be advised.

BSBOHS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.

Unit Hours: 50
Required Reading: Learner Guide - BSBOHS601B Safetyline Institute, 2008
Worksafe W.A., Perth WA
Assessment: To be advised.

BSBOHS603B ANALYSE AND EVALUATE OHS RISK

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to conduct a formal risk assessment comprising analysis and evaluation of occupational health and safety (OHS) risk. It has been designed to be consistent with the Australian Standard, AS/NZS 4360: 2004 Risk management.

Unit Hours: 40
Required Reading: Learner Guide - BSBOHS603B Safetyline Institute, 2008
Worksafe W.A., Perth WA
Assessment: To be advised.

BSBOHS604B APPLY ERGONOMIC PRINCIPLES TO CONTROL OHS RISK

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to apply ergonomic knowledge, principles and techniques to control occupational health and safety (OHS) risk.

Unit Hours: 60
Required Reading: Learner Guide - BSBOHS604B Safetyline Institute, 2008
Worksafe W.A., Perth WA
Assessment: To be advised.

BSBOHS605B APPLY OCCUPATIONAL HYGIENE PRINCIPLES TO CONTROL OHS RISK

Locations: Werribee
Prerequisite(s): To be advised.

Content: This unit describes the performance outcomes, skills and knowledge required to apply occupational hygiene knowledge and the techniques to control occupational health and safety (OHS) risk arising from health hazards at work.

Unit Hours: 50
Required Reading: Learner Guide - BSBOHS605B Safetyline Institute, 2008
Worksafe W.A., Perth WA.
Assessment: To be advised.
BSBOHS606B DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PROCESSES
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to develop and implement the planning and management to prevent or mitigate the occupational health and safety (OHS) outcomes of a crisis. The focus is on the development of a number of management processes including emergency assessments, plans and preparation, analysis, monitoring, training and post incident support.
Unit Hours: 50
Required Reading: Learner Guide - BSBOHS606B Safetyline Institute 2008
Worksafe W.A. Perth WA
Assessment: To be advised.

BSBOHS608B CONDUCT AN OHS AUDIT
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to conduct an internal or external occupational health and safety (OHS) audit that may or may not be part of certification against a recognised benchmark. It involves systematic examination against audit criteria to determine conformance with planned arrangements and the effectiveness of the organisation's approaches to managing OHS.
Unit Hours: 40
Required Reading: Learner Guide - BSBOHS608B Safetyline Institute 2008
Worksafe W.A. Perth WA
Assessment: To be advised.

BSBOHS609B EVALUATE AN ORGANISATION'S OHS PERFORMANCE
Locations: Werribee
Prerequisite(s): To be advised.
Content: This unit describes the performance outcomes, skills and knowledge required to make judgements as a consequence of an occupational health and safety (OHS) audit and to evaluate an organisation's arrangements for identifying hazards, assessing and controlling risks, and monitoring and improving the effectiveness of the management of OHS and compliance against agreed benchmarks.
Unit Hours: 35
Required Reading: Learner Guide - BSBOHS609B Safetyline Institute 2008
Worksafe W.A. Perth WA
Assessment: To be advised.

CHCADMIN5C WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.
Unit Hours: 75
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE
Locations: City King St, Footscray Park, On-line, Whitten Oval, Footscray
Prerequisite(s): To be advised.
Content: Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.
Unit Hours: 120
Required Reading: VU Learning guides Professional Practice VU 2009 VU
Assessment: Resume, journal report an reflections professional goals and experience of working in the massage industry. Reflective Journal Documentation and reflection on L in W C experiences Yes/No

CHCTC1A DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION'S MISSION AND VALUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Operate within the mission and values of the organisation; Provide high quality counselling and support to clients
Unit Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

FDFOPTMR1A MEASURE AND RECORD WORKPLACE INFORMATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is an Optional unit. It covers the skills and knowledge required to use basic measuring equipment and devices, read and record results. This unit is appropriate where simple tests involve automated measuring devices.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.
FACULTY OF WORKFORCE DEVELOPMENT

FDFPBBDM3A OPERATE A DOUGH MIXING PROCESS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 80
Required Reading: To be advised.
Assessment: To be advised.

FDFRBAAB3A PRODUCE ARTISAN BREADS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the skills and knowledge required to plan and produce a range of artisan breads. This includes flat breads, national and regional breads.
Unit Hours: 80
Required Reading: To be advised.
Assessment: To be advised.

FDFRBAB2B MAKE BREAD
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to bake bread in an in-store bakery or retail baking environment.
Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

FDFRBDPB3B DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit. It builds on the problem solving skills developed in operational units and provides technical competencies to support problem solving relating to bread production. Identify causes of unacceptable product quality. Take corrective action according to workplace procedures.
Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

FDFRBFM2B CONDUCT FINAL MOULD AND FINAL PROOF
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to mould dough to final shape, place dough in tins or on baking surfaces and conduct final proof in an in-store bakery or retail baking environment.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

FDFRBPDP2B PRODUCE BREAD DOUGH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholemeal and grain doughs in an in-store bakery or retail baking environment.
Unit Hours: 80
Required Reading: To be advised.
Assessment: To be advised.

FDFRBRD2B RETARD DOUGH
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to retard and recover dough and other yeast-raised products in an in-store bakery or retail baking environment.
Unit Hours: 20
Required Reading: To be advised.
Assessment: To be advised.

FDFRBSM2B SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to divide and shape dough in an in-store bakery or retail baking environment. It includes an intermediate proof stage.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

FDFTECPPR4A PARTICIPATE IN PRODUCT RECALL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify product recall situations; Participate in a product recall; Review processes to minimise the risk of recurrence.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Assessment is competency based
**FDFZCSCS2A CLEAN AND SANITIZE EQUIPMENT**

**Locations:** To be advised.

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

**Content:** This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDFZCSCI2PA 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.

**Unit Hours:** 30

**Required Reading:** To be advised.

**Assessment:** To be advised.

**FDFZPMMB2A OPERATE A MIXING/BLENDING PROCESS**

**Locations:** To be advised.

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

**Content:** This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence and to operate and shut down mixing and blending equipment to achieve the required mix characteristics. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use. This unit is appropriate to select where the mixing/ blending process is a stand-alone process and involves an understanding of addition method and sequence. Where mixing is an in-line component of a larger process, this unit is not appropriate. Where the mixing process does not require a detailed understanding of sequencing or ingredient characteristics, the unit FDFZPMMB1A Prepare basic mixes may be more appropriate.

**Unit Hours:** 40

**Required Reading:** To be advised.

**Assessment:** To be advised.

**FDFZPRW1A PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT**

**Locations:** To be advised.

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

**Content:** This is a Specialist unit. It covers the skills and knowledge required to participate effectively in a workplace environment.

**Unit Hours:** 30

**Required Reading:** To be advised.

**Assessment:** To be advised.

**HLTAP501A ANALYSE HEALTH INFORMATION**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray

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

**Content:** 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.

**Unit Hours:** 30

**Required Reading:** VU Learning guides Analyse 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. Report Analysis of Client Health History records. Yes/No

**HLTCOM404B COMMUNICATE EFFECTIVELY WITH CLIENTS**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray

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

**Content:** This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment or health service being provided.

**Unit Hours:** 30

**Required Reading:** VU Learning guide Massage 1 VU 2009 VU

**Assessment:** Two assessments for this unit. Each student is required to book a massage with any massage professional of their choice. After the appointment, students must write a report on several areas of the massage treatment including the communication skills of the therapist. In small groups the students will act out a simulated role play of a consultation with a client. Teachers will supervise and the group will give feedback and comment. This unit will be co-delivered with units HLTRM406B and HLTRM409B. Report Written report on the communication skills experienced in a professional massage treatment paid for outside of VU. Yes/No

**HLTCOM405B ADMINISTER A PRACTICE**

**Locations:** Industry, City King St, Footscray Park, Whitten Oval, Footscray

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

**Content:** This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business.

**Unit Hours:** 30

**Required Reading:** VU Learning guide Administer 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:** Industry, City King St, Footscray Park, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required.  
**Unit Hours:** 40  
**Required Reading:** VU Learning Guide  Making Referrals to other health care professionals -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

**HLTCOM408B USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY**

**Locations:** Industry, City King St, Footscray Park, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.  
**Unit Hours:** 40  
**Required Reading:** VU Learning guide  Health 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

**HLTCOM502B DEVELOP PROFESSIONAL EXPERTISE**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit Hours:** 40  
**Required Reading:** VU Learning guides  Research 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

**HLTCOM503B MANAGE A PRACTICE**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit Hours:** 50  
**Required Reading:** VU Learning guides  Manage 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:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to provide therapeutic support services for clients and carers who are facing life challenging conditions.  
**Unit 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:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit Hours:** 50  
**Required Reading:** None  
**Assessment:** Demonstration massage skills demonstrated Yes/No

**HLTCPR201A PERFORM CPR**

**Locations:** Footscray Nicholson, Industry, Footscray Park, City Flinders, Various to met the needs of industry and sporting associations.  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.  
**Unit Hours:** 3  
**Required Reading:** Nil  
**Assessment:** To be advised.
HLTFA201 PROVIDE BASIC EMERGENCY LIFE SUPPORT

Locations: Industry, Footscray Park, City Flinders, Various Workplace sites based on Industry demand

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only.

Unit Hours: 8

Required Reading: Nil

Assessment: To be advised.

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.

Unit Hours: 20

Required Reading: To be advised.

Assessment: Assignment, presentation

HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE

Locations: Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray

Prerequisite(s): To be advised.

Content: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities

Unit Hours: 20

Required Reading: -

Assessment: Reflective journal based on visit to ATS community group.
Participation in a massage clinic with ATS clients Reflective Journal journal based on visit to ATS community group. Yes/No

HLTHIR501A MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT

Locations: Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray

Massage clinic or Allied Health clinic of students choice.

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to work maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements.

Unit Hours: 20

Required Reading: VU Learning guide Remedial clinics VU 2009 VU

Assessment: Students will show competency in for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can maintain an effective work environment by working in an ethical and safe manner with clients.

This unit will be co-delivered in conjunction with HLTREM503B, HLTREM504B, HLTHIR506B.

Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No
FACULTY OF WORKFORCE DEVELOPMENT

HLTHIR506B IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS

Locations: Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray

Prerequisite(s): To be advised.

Content: This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.

Unit Hours: 20

Required Reading: VU Learners Guide Legal and Ethical Requirements of a Massage Therapist VU 2009

Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills as the student demonstrates that they can implement and monitor legal and ethical work requirements with clients.

This unit will be co-delivered in conjunction with HLTM508B, HLTM504B, HLTHIR501A.

Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTOHS300A CONTRIBUTE TO OHS PROCESSES

Locations: Footscray Nicholson, Industry, City King St, Footscray Park, St Albans, Whitten Oval, Footscray

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 20

Required Reading: No required text

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTREM401B WORK WITHIN A MASSAGE FRAMEWORK

Locations: Industry, City King St, Footscray Park, Whitten Oval, West Footscray

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to work effectively within a massage framework.

Unit Hours: 20

Required Reading: VU Learning guide Sports Massage VU 2009 VU Student Clinics VU 2009 VU

Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills 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 (min 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

Locations: Industry, City King St, Footscray Park, Whitten Oval, Footscray

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework.

Unit Hours: 240


Assessment: The practical components of this unit will deal with the underpinning knowledge required in muscular nomenclature referred to as 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 HLTN301A, HLTOHS300A and HLTA301B.

This unit co-delivered in conjunction with HLTREM409B. Knowledge of HLTP401A will be applied in this unit. Demonstration Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence Yes/No

HLTREM407B PLAN MASSAGE TREATMENT

Locations: Industry, City King St, Footscray Park, Whitten Oval, Footscray

Prerequisite(s): To be advised.

Content: This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.

Unit 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 HLTREM408B 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

Locations: Industry, City King St, Footscray Park, Whitten Oval, Footscray

Prerequisite(s): HLTCOM404B - COMMUNICATE EFFECTIVELY WITH CLIENTS

Content: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment.

Unit Hours: 20

Required Reading: VU Learning guides 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 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 HLTREM404B. This unit will be delivered with HLTREM407B, HLTHIR301A and mid year enrolled students will also have BSBCM204A co-delivered. Demonstration Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence. Yes/No

**HLTREM409B PERFORM MASSAGE HEALTH ASSESSMENT**

**Locations:** Industry, City King St, Footscray Park, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.  
**Unit Hours:** 100  
**Required Reading:** VU Learning Guides  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. 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 HLTR301A and HLTCOM404B. Knowledge of infection control measures is necessary as per the co-requisite HLTHIR501A. This unit will be co-delivered with HLTREM401B, 406B, 407B and 408B and HLTCOM404B. Knowledge of HLTR401A will be applied in this unit.

**HLTREM502B PROVIDE REMEDIAL MASSAGE TREATMENT**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit Hours:** 240  
**Required Reading:** VU Learning guides  Provide Remedial Massage Treatments VU 2009 VU  
**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

**HLTREM503B PLAN REMEDIAL MASSAGE TREATMENT STRATEGY**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** 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.

**Unit Hours:** 40  
**Required Reading:** VU Learning Guides  Remedial Clinics VU 2009 VU  
**Assessment:** Students will show competency for this unit in the simulated student clinics. 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:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray.  
**Massage clinic or Allied Health clinic of student’s choice.**  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit Hours:** 40  
**Required Reading:** VU Learning guides  Remedial Clinics VU 2009 VU  
**Assessment:** Students will show competency in for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can interpret information gathered from 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:** Industry, City King St, Footscray Park, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.  
**Unit Hours:** 200  
**Required Reading:** VU Learning guides  Musculoskeletal Pathology VU 2009 VU  
**Systemic Pathology VU 2009 VU**  
**Muscloskeletal Anatomy VU 2009 VU Exercise Physiology VU 2009 VU Biomechanics VU 2009 VU Trigger Point Therapy Workbook Davies, C. 2004 2nd Ed  
**Canada: Daviau Scott**  
**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
**FACULTY OF WORKFORCE DEVELOPMENT**

**HLTREM510A PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS**

**Locations:** Industry, City King St, City Flinders, Whitten Oval, Footscray  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/disease states in accordance with the age, gender and mental health needs of the client. This unit requires a high level of knowledge of remedial massage treatment.  
**Unit 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  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children.  
**Unit Hours:** 50  
**Required Reading:** None  
**Assessment:** Demonstration massage skills demonstrated to teachers Yes/No

**HLTREM512A PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Various corporate events where massage is requested.  
**Prerequisite(s):** To be advised.  
**Content:** This unit of competency describes the skills and knowledge required to administer remedial massage treatments within a corporate environment.  
**Unit Hours:** 60  
**Required Reading:** None  
**Assessment:** Students will provide massage at various corporate events organised by the Program Manager. Demonstration Massage skills demonstrated on clients Yes/No

**HLTREM513A PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES**

**Locations:** Industry, City King St, Footscray Park, City Flinders, Western bulldogs AFL team  
**Prerequisite(s):** To be advised.  
**Content:** 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.  
**Unit 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**

**Locations:** To be advised.  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.  
**Unit Hours:** 340  
**Required Reading:** To be advised.  
**Assessment:** As per accredited curriculum

**HLTREM7A PLAN THE MASSAGE TREATMENT**

**Locations:** To be advised.  
**Prerequisite(s):** To be advised.  
**Content:** This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.  
**Unit Hours:** 20  
**Required Reading:** To be advised.  
**Assessment:** As per accredited curriculum

**ICAITU006C OPERATE COMPUTING PACKAGES**

**Locations:** Werribee, Footscray Nicholson, Industry, Footscray Park, Sunshine, St Albans  
**Prerequisite(s):** To be advised.  
**Content:** Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.  
**Unit Hours:** 60  
**Required Reading:** None  
**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**

**Locations:** Werribee, Footscray Nicholson, Industry, Sunshine, St Albans  
**Prerequisite(s):** To be advised.  
**Content:** Manipulate data; Access and use support resources; Configure the computing environment.  
**Unit Hours:** 40  
**Required Reading:** None  
**Assessment:** One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

**ICAITU006C OPERATE COMPUTING PACKAGES**

**Locations:** To be advised.  
**Prerequisite(s):** To be advised.  
**Content:** Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

LGAEHRR304A OPERATE AND MAINTAIN COUNCIL FACILITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the general operation and maintenance of pound facilities.
Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

NWP201B FOLLOW DEFINED OHS PROCEDURES AND REGULATORY REQUIREMENTS
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to follow defined OHS procedures and regulatory requirements related to the work being undertaken in order to ensure one’s own safety and that of others in the workplace.
Unit Hours: 30
Required Reading: Nil
Assessment: Assessment will occur via a series of self-directed and group based tasks designed to demonstrate that the student can work under an OHS system in a variety of situations related to their workplace. Assessment will occur across other units, namely NWP208A, NWP207A, NWP202B, NWP263A and NWP308B
In particular the assessment will show that the student understands personal protective equipment (ppe) and safety procedures (including safe handling) in the workplace and can communicate adequately with colleagues while participating in an adequately functioning OHS workplace procedures
Acceptable recognition evidence may include evidence that the student has undergone safety induction in the workplace as well as a reference from his/her supervisor stating that all work in a variety of contexts and settings is carried out safely. Questioning and demonstration of specific safety practices and knowledge of work responsibility will also be required.

NWP202B APPLY ENVIRONMENTAL AND LICENSING PROCEDURES
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to implement established environmental and licensing procedures, contribute to improved environmental practices, and identify and minimise environmental risks and the impact of work-related activities on the local environment.
Unit Hours: 30
Required Reading: Nil
Assessment: Since this competency deals with following correct environmental procedures in a range of workplaces a significant part of assessment will consist of group based and individual based scenarios in which correct environmental procedure should be followed. By use of a ‘customer’ in each case competence in the area of effective communication can also be followed. Legislative and knowledge will be assessed by questioning.
This unit will be co-assessed with NWP201B
Acceptable recognition evidence may include a position description and reference from workplace supervisor of competent performance. Actual examples of work carried out by the student could constitute effective communication techniques while questioning can be used to ensure legislative understanding.
Students will be advised of specific assessments for this unit via the unit delivery plan.

NWP203B PLAN AND ORGANISE PERSONAL WORK ACTIVITIES
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to plan and organise personal work activities to meet specified outcomes, including identifying and using resources and equipment and applying customer service policies.
Unit Hours: 20
Required Reading: Nil
Assessment: Assessment for this unit will incorporate tasks for a number of other units as competent completion of group and individual scenarios will necessitate acceptable planning and organising of personal work activities. It is envisaged that all problem solving based assignments offered across this qualification should be used as the basis for assessment in this unit and that this should be moderated on an ongoing basis.
Units which can be co-assessed with this unit include NWP207A, NWP260A, NWP261A, NWP262A, NWP263A
Acceptable recognition evidence may include actual work examples submitted in other units or specifically for this unit. Questioning may be used to reinforce competency.

NWP207A WORK EFFECTIVELY IN THE WATER INDUSTRY
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to work effectively in the water industry. It requires an understanding of the role of water organisations in the community, services they provide, water systems used, the importance of maintaining water quality, and structure of the organisation.
Unit Hours: 20
Required Reading: Nil
Assessment: Assessment for this unit will incorporate competent completion of tasks in units which show effective performance in the water industry. Owing to the general outcomes of this unit, assessment will be moderated on an ongoing basis with outcomes minuted on the Y drive.
This unit will be co-assessed with the following units: NWP203B, NWP201B, NWP207A, NWP260A, NWP261A, NWP262A, NWP263A
Acceptable recognition evidence may include actual work examples submitted in other units or specifically for this unit. Questioning may be used to reinforce competency.

NWP208A PERFORM BASIC WASTEWATER TESTS
NWP209B USE MAPS, PLANS, DRAWINGS AND SPECIFICATIONS
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to read and interpret maps, plans, drawings and specifications.
Unit Hours: 20
Required Reading: Nil
Assessment: Assessment will consist of a series of work based tasks designed to show that the candidate can adequately use maps, drawings and specifications. This unit will be co-assessed with: NWP201B, NWP203B and NWP211B.
Acceptable recognition evidence may include:
- a verified position description or equivalent showing that the learner interprets plans and drawings in their work tasks.
- Questioning may be useful in verifying underpinning knowledge in this area

NWP211B USE COMPUTERISED SYSTEMS
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to operate computer-based information systems to support the administration of the organisation’s work.
Unit Hours: 20
Required Reading: Nil
Assessment: Suitable assessment tasks will include the following
- production of work related reports in suitable computer format
- analysis of maps and drawings using CAD- demonstration that data can be adequately and safely stored and retrieved in databases.
This unit will be co-assessed with NWP209B, NWP208B and NWP211B
Acceptable recognition evidence may include a verified position description or reference stating that the student can competently use CAD systems, as well as office based systems (e.g. Microsoft) to perform work tasks.

NWP218B PERFORM AND RECORD SAMPLING
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to collect and prepare water and wastewater samples according to legislative and organisational standard operating procedures.
Unit Hours: 20
Required Reading: Nil
Assessment: Assessment tasks will consist of individual and group based tasks in which industry relevant samples from a variety of locations are taken using a variety of techniques. These samples will form the basis of testing at the laboratory.
This unit will be co-assessed with NWP208A and 211A.
Acceptable recognition evidence may include a verified position description / resume stating that the learner undertakes sampling as per organisational specifications. Some questioning may be necessary to ensure theoretical knowledge

NWP234B LOCATE, IDENTIFY AND PROTECT UTILITY SERVICES
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to work near utility services during the construction, repair or installation of utilities’ infrastructure. Work activities may involve trench excavation or the application of trenchless technologies for installation or repair.
Unit Hours: 30
Required Reading: None
Assessment: Assessment will consist of work based practical tasks requiring the learner to ensure that various utility services are protected during routine excavations. The learner will be expected to complete job result sheets and reflect on his / her learning through an e portfolio.
This unit will be co-assessed with NWP201B, NWP203B, and NWP211B
Acceptable recognition evidence may include a position description validated by a suitable workplace person stating that the applicant locates, identifies and protects utility services.

NWP260A MONITOR AND REPORT WATER TREATMENT PROCESSES
Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to monitor and report on water treatment processes within potable community and industrial water treatment plants in urban and rural areas.
Unit Hours: 30
Required Reading: Nil
Assessment: Assessment will consist of a work-based task in which the learner completes work logs as he/she operates the water treatment process. Reflection on the learning gained during this task will also be encouraged by use of an eportfolio.
This unit will be co-assessed with NWP201B, NWP203B, NWP207A, NWP261A
Acceptable recognition evidence may include a position description or resume validated by a suitable workplace expert stating that the learning competency operates a water treatment facility.
NWP261A OPERATE AND MAINTAIN WATER TREATMENT PLANT AND EQUIPMENT

Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to operate water treatment processes within potable community and industrial water treatment plants in urban and rural areas. The ability to operate water treatment processes in compliance with relevant water legislation and regulations, and Australian Drinking Water Guidelines is vital to performance.

Unit Hours: 30

Required Reading: Nil

Assessment: Assessment will consist of a workbased task in which the learner completes work logs as he/she operates and maintains water treatment plant and equipment. Reflection on the learning gained during this task will also be encouraged by use of an eportfolio.

This unit will be co-assessed with NWP201B, NWP203B, NWP207A, NWP260A, NWP262A, NWP263A, NWP345A.

Acceptable recognition evidence may include a position description or resume validated by a suitable workplace expert stating that the learner operates and maintains water treatment plant and equipment.

NWP262A MONITOR AND REPORT WASTEWATER TREATMENT PROCESSES

Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.

Prerequisite(s): To be advised.

Content: and report on wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas. The ability to monitor processes to ensure that wastewater disposal or re-use meets state or territory licensing requirements is essential to performance.

Unit Hours: 30

Required Reading: Nil

Assessment: Assessment will consist of a workbased task in which the learner completes work logs as he/she operates and maintains water treatment process and equipment. Reflection on the learning gained during this task will also be encouraged by use of an eportfolio.

This unit will be co-assessed with NWP201B, NWP203B, NWP207A, NWP260A, NWP262A, NWP263A, NWP345A.

Acceptable recognition evidence may include a position description or resume validated by a suitable industry expert stating that the learner operates and maintains water treatment plant and equipment.

NWP263A OPERATE AND MAINTAIN WASTEWATER TREATMENT PLANT AND EQUIPMENT

Locations: Footscray Nicholson, Delivery will occur in blocks with student spending remaining time in industry working under a workplace supervisor.

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to operate and maintain wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas. The ability to operate wastewater treatment processes to ensure that wastewater disposal or reuse meets state or territory licensing requirements is essential to performance.

Unit Hours: 30

Required Reading: Nil

Assessment: Assessment will consist of a workbased task in which the learner completes work logs as he/she operates and maintains waste water treatment plant and equipment. Reflection on the learning gained during this task will also be encouraged by use of an eportfolio.

This unit will be co-assessed with NWP201B, NWP203B, NWP207A, NWP260A, NWP262A, NWP263A, NWP345A.

Acceptable recognition evidence may include a position description or resume validated by a suitable workplace expert stating that the learner competently operates a waste water treatment process.

NWP300B PROVIDE AND PROMOTE CUSTOMER SERVICE

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to respond 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.

Unit 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 e portfolios 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.

NWP301B IMPLEMENT, MONITOR AND COORDINATE ENVIRONMENTAL PROCEDURES

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to identify and minimise the environmental impact of water industry work activities, identify general environmental risks and implement, monitor and coordinate environmental procedures.

Unit Hours: 40

Required Reading: Nil

Assessment: Assessment will involve work based tasks relating to successful resolution of specific environmental problems for theoretical customers. Reflective learning will be encouraged by the use of an eportfolio.

Acceptable recognition evidence may include a position description or resume validated by a suitable industry expert stating that the learner monitors, detects and resolves environmental problems for customers.

NWP345B MONITOR, OPERATE AND CONTROL WATER TREATMENT PROCESSES

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to perform basic monitoring, operation, control and measurement of water treatment plant processes and to report on water treatment plant system performance and process quality control.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 70
Required Reading: Nil

Assessment: Assessment for this unit will consist of the learner completing a workbased task showing that he/she can competently monitor and control water treatment processes. The learner will be required to complete work based records and also demonstrate underpinning knowledge by analysing the requirements of job related tasks. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journalling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
BSBOHS303A - Contribute to OHS hazard identification and risk assessment
NWP347B - Monitor, operate and control coagulation and flocculation processes

Acceptable recognition evidence may include a verified position description or resume (verified by a suitable industry expert) showing that the learner works competently with water treatment processes. This evidence should list in detail tasks undertaken by the learner.

NWP346B MONITOR, OPERATE AND CONTROL WASTEWATER TREATMENT PROCESSES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to perform basic monitoring, operation, control and measurement of wastewater treatment plant and to report on system performance and process quality control.

Unit Hours: 70
Required Reading: Nil

Assessment: Assessment will consist of workbased tasks designed to show that the learner can competently monitor, operate and control waste water treatment assets. In addition to the completion of workbased records the learner will be expected to demonstrate underpinning knowledge by analysing why assessment tasks are requested. The learner will also be expected to reflect on his or her learning by journalling in an e portfolio or work based diary.

This unit will be co-assessed with the following units (if selected)
BSBOHS303A - Contribute to OHS hazard identification and risk assessment
NWP346B - Monitor, operate and control wastewater treatment processes
NWP359B - Monitor, operate and control nutrient removal processes
NWP360B - Monitor, operate and control dewatering process

Acceptable recognition evidence may include a verified position description or resume stating that the learner operates and controls waste water treatment processes in the context of everyday work.

NWP347B MONITOR, OPERATE AND CONTROL COAGULATION AND FLOCCULATION PROCESSES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to monitor, operate and control coagulation and flocculation plant; and to measure and report on system performance and process quality control. The ability to identify faults, determine and apply technical adjustments, conduct chemical dosing procedures and produce technical reports is essential to performance.

Unit Hours: 50
Required Reading: Nil

Assessment: Assessment for this unit will consist of the learner completing a workbased task showing that he/she can competently monitor, operate and control coagulation and nutrient removal processes. The learner will be required to complete work based records and also demonstrate underpinning knowledge by analysing the requirements of job related tasks. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journalling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
NWP345B - Monitor, operate and control water treatment processes
NWP363B - Monitor, operate and control maintenance of treatment plant assets
BSBOHS300A - Contribute to OHS hazard identification and risk assessment

Acceptable recognition evidence may include a verified position description or resume stating that the learner operates and controls coagulation and flocculation processes.

NWP351B MONITOR, OPERATE AND CONTROL ACTIVATED SLUDGE PROCESSES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to monitor, operate and control activated sludge processes, including derivatives such as IDEA and SBR processes, Bathurst box processes and oxidation ditches. This unit also describes the outcomes required to measure and report on activated sludge process performance and quality control.

Unit Hours: 50
Required Reading: Nil

Assessment: Assessment for this unit will consist of the learner completing a workbased task showing that he/she can competently monitor, operate and control activated sludge processes. The learner will be required to complete work based records and also demonstrate underpinning knowledge by analysing the requirements of job related tasks. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journalling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
NWP346B - Monitor, operate and control wastewater treatment processes
NWP359B - Monitor, operate and control nutrient removal processes
NWP360B - Monitor, operate and control dewatering process

Acceptable recognition evidence may include a verified position description or resume stating that the learner operates and controls activated sludge processes in the context of everyday work.

NWP359B MONITOR, OPERATE AND CONTROL NUTRIENT REMOVAL PROCESSES

Locations: Footscray Nicholson
Prerequisite(s): To be advised.
Content: This unit of competency describes the outcomes required to monitor, operate and control nutrient removal plant; and to measure and report on system performance and process quality control. The ability to identify faults, determine and apply technical adjustments, conduct chemical dosing procedures and produce technical reports is essential to performance.

Unit Hours: 40
Required Reading: Nil
Assessment: Assessment for this unit will consist of the learner completing a workbased task showing that he/she can competently monitor, operate and control nutrient removal processes. The learner will be required to complete work based records and also demonstrate underpinning knowledge by analysing the requirements of job related tasks. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journaling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
NWP351B - Monitor, operate and control activated sludge processes
NWP360B - Monitor, operate and control dewatering processes
NWP346B - Monitor, operate and control wastewater treatment processes

Acceptable recogniton evidence may be a verified position description or resume stating that the learner operates and controls waste nutrient removal processes in the context of everyday work.

NWP360B MONITOR, OPERATE AND CONTROL DEWATERING PROCESSES

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to monitor, operate and control water and wastewater dewatering and sludge thickening plant; and to measure and report on system performance and process quality control. The ability to identify faults, determine and apply technical adjustments, conduct chemical dosing procedures and produce technical reports is essential to performance.

Unit Hours: 30

Required Reading: Nil

Assessment: Assessment for this unit will consist of the learner completing a workbased task showing that he/she can competently monitor, operate and control dewatering processes. The learner will be required to complete work based records and also demonstrate underpinning knowledge by analysing the requirements of job related tasks. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journaling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
NWP351B - Monitor, operate and control activated sludge processes
NWP359B - Monitor, operate and control nutrient removal processes
NWP346B - Monitor, operate and control wastewater treatment processes

Acceptable recognition evidence may include a verified position description or resume stating that the learner works competently with dewatering process technology in the context of everyday work.

NWP363B MONITOR PERFORMANCE AND CONTROL MAINTENANCE OF TREATMENT PLANT ASSETS

Locations: Footscray Nicholson

Prerequisite(s): To be advised.

Content: This unit of competency describes the outcomes required to monitor the performance of pipes, pumps, valves and controlling equipment in treatment plants; and to plan and conduct maintenance and repair of water and wastewater treatment plant assets to optimise plant performance. The ability to gather and analyse technical data, conduct risk assessments, evaluate maintenance requirements and prepare maintenance plans, perform technical maintenance activities and prepare technical reports is essential to performance.

Unit Hours: 40

Required Reading: Nil

Assessment: Assessment for this unit will consist of the learner completing a series of short workbased tasks showing that he/she can competently assess risk, design maintenance plans and conduct technical tasks to ensure treatment plant assets are maintained. These tasks will include explanation to show sufficient underpinning knowledge. Employability skills will be demonstrated in this assessment. The learner will also be required to undertake reflective journaling via an e portfolio or workbased diary.

This unit will be assessed with the following units (if selected)
BSB005300A - Contribute to OHS hazard identification and risk assessment

Acceptable recognition evidence may include a verified position description or resume stating that the learner works competently with and maintains treatment plant assets context of everyday work.

PMLCAL400A PERFORM STANDARD CALIBRATIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to calibrate test and measurement equipment without deviation in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.

Unit Hours: 50

Required Reading: To be advised.

Assessment: Assignment, test, practical, log book

PMLCOM500B PERFORM ASEPTIC TECHNIQUES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.

Unit Hours: 40

Required Reading: Nil

Assessment: Progress reports, resource file, diary/logbook/updated project plan, final report, oral presentation, review of ongoing performance

PMLDATA200A RECORD AND PRESENT DATA

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to record and store data, perform basic calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

Unit Hours: 40

Required Reading: To be advised.

Assessment: problem sheets, tests, observation of class work

PMLDATA400A PROCESS AND INTERPRET DATA
Faculty of Workforce Development

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

Content: This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.

Unit Hours: 70
Required Reading: To be advised.
Assessment: Problem sheets, tests, observations of class work

PMLMAIN300B MAINTAIN THE LABORATORY FIT FOR PURPOSE

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

Content: This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.

Unit Hours: 30
Required Reading: To be advised.
Assessment: Assessment is competency based

PMLMAIN400A MAINTAIN AND CONTROL STOCKS

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

Content: Maintain and control stocks of materials or equipment; Order and receive materials and equipment; Maintain stock records; Maintain a safe work environment.

Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

PMLOHS302A PARTICIPATE IN LABORATORY/FIELD WORKPLACE SAFETY

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

Content: The purpose of this module is to provide learners with basic knowledge of stoichiometry and solution chemistry.

Unit 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 formulae to solve problems derive balanced chemical equations for simple chemical reactions and apply stoichiometry to them explain solution formation and solubility solve concentration problems. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

PMLOHS400A MAINTAIN LABORATORY/FIELD WORKPLACE SAFETY

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

Content: This unit of competency covers the ability to monitor and maintain the occupational health and safety (OHS) and environmental programs within a work area where the person has some supervisory responsibility for others. Personnel will be able to participate in risk assessment and management processes, such as working with other staff to assess and manage risks associated with technical activities, coaching others in participating in OHS and environmental management issues, being a safety representative or participating in a safety committee. Their work is done in accordance with defined enterprise policies and procedures.

Unit Hours: 50
Required Reading: -
Assessment: Activity sheets, presentations, tests, journal

PMLORG301A PERFORM BIOLOGICAL PROCEDURES

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

Content: This unit of competency covers the ability to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

Unit Hours: 40
Required Reading: -
Assessment: Assignment, diary, project report, teamwork analysis

PMLORG400A PREPARE PRACTICAL SCIENCE CLASSES AND DEMONSTRATIONS

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

Content: This unit of competency covers the ability to manage the day-to-day running of science teaching laboratories and the preparation of practical experiments, demonstrations and field trips. Personnel are required to assess and treat risks associated with practical activities. They may work autonomously but are required to liaise closely with teaching staff about the design and scheduling of practical activities.

Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

PMLQUAL300B CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

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

Content: This unit of competency covers the development of a working knowledge of quality principles and their application in laboratory/field work.

Unit Hours: 30
Required Reading: -
Assessment: Assessment is competency based
PMLQUAL301B APPLY CRITICAL CONTROL POINT REQUIREMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to monitor critical, quality and regulatory control points related to a person’s work responsibilities. This unit of competency also covers support for ongoing improvement of the enterprise HACCP (Hazard Analysis and Critical Control Points) plan.
Unit Hours: 40
Required Reading: -
Assessment: As per accredited curriculum

PMLSAMP302A RECEIVE AND PREPARE SAMPLES FOR TESTING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare a range of samples for testing. All operations are performed in accordance with standard operating procedures (SOPs). This unit does not include testing, tissue processing or similar techniques.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

PMLTEST200A CONDUCT ROUTINE SITE MEASUREMENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for measurement(s); Perform measurement(s); Finalise measurements; Maintain a safe work environment.
Unit Hours: 30
Required Reading: -
Assessment: Classroom participation and submission of set activities, assignments, practical test, theory test

PMLTEST300B PERFORM BASIC TESTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls. The unit of competency does not cover interpretation or analysis of results or troubleshooting equipment problems.
Unit Hours: 60
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 interpret enterprise procedure or standard methods accurately, use safety information (for example, MSDSs) and perform procedures safely, check test equipment before use, complete all tests within required timeline without sacrificing safety, accuracy or quality, calculate, record and present results accurately and legibly, maintain security, integrity and traceability of all samples, data/results and documentation, clean and maintain equipment. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST303B PREPARE WORKING SOLUTIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. This unit assumes that calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
Unit Hours: 50
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 appropriate materials, equipment and procedures to prepare solutions, follow appropriate OHS (and hygiene, if appropriate) procedures, use all equipment safely, efficiently and in accordance with enterprise procedures, use enterprise procedures to calculate concentrations, identify solutions not fit for use, use titrations to determine the concentration of solutions, label, store and dispose of solutions appropriately, record and present data appropriately. The anticipated methods of assessment will be oral and written questioning, practical demonstration, research assignment, written report.

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.
Unit Hours: 40
Required Reading: -
Assessment: Practical, research assignment, questions, tests

PMLTEST305B PERFORM ASEPTIC TECHNIQUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures. This unit of competency is applicable to laboratory assistants and technicians working in the field or laboratory in the biomedical, biology, food and beverage and environmental sectors of the industry.
Unit 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 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to prepare routine samples and examine them using a light microscope, standard methods and readily available advice. Personnel are required to set up microscopes for optimum resolution and observe, identify and report sample characteristics. The unit covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

Unit 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 smear 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to prepare, standardise and use solutions to monitor the quality of prepared solutions.

Unit Hours: 100

Required Reading: To be advised.

Assessment: tests, practical assessments, log book, practical reports

PMLTEST407A PERFORM BIOLOGICAL PROCEDURES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.

Unit Hours: 130

Required Reading: To be advised.

Assessment: Classroom participation and submission of set activities, assignment, report and log book, tests

PMLTEST408A UNDERTAKE ENVIRONMENTAL FIELD-BASED MONITORING

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. The unit covers gaining clearance for animal trapping, tagging, keeping or experimentation, but does not cover specific animal handling techniques. These tasks would only be performed under the guidance and supervision of a scientific officer.

Unit Hours: 80

Required Reading: -

Assessment: Classroom participation and submission of set activities, practical report, assignments, practical tests, theory tests

PMLTEST501B PERFORM MICROBIOLOGICAL TESTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency describes the ability of technical personnel to contribute to the culture, isolation and identification of micro-organisms for investigating the physiology and pathology of plants and animals; for monitoring the natural environment; and to assist in the production of foods, pharmaceutical goods and other manufactured materials.

Unit Hours: 140

Required Reading: To be advised.

Assessment: As per accredited curriculum

PMLTEST503B PERFORM HISTOLOGICAL TESTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to perform tests and procedures associated with processing and staining tissues for examination of tissue structure and abnormalities by pathologists and scientists to assist with disease diagnosis. The unit covers tests and procedures that are associated with anatomical pathology (including frozen sections), and may involve the use of automated processors and staining machines. The unit principally refers to techniques performed on human tissues, but many aspects may be relevant to animal and plant tissues.

Unit Hours: 150

Required Reading: To be advised.

Assessment: As per accredited curriculum

PMLTEST512A APPLY ELECTROPHORETIC TECHNIQUES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit of competency covers the ability to analyse samples using electrophoretic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
PMLTEST513A APPLY ROUTINE CHROMATOGRAPHIC TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to analyse samples using routine chromatographic techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Unit Hours: 120
Required Reading: To be advised.
Assessment: As per accredited curriculum

PMLTEST524A APPLY ROUTINE SPECTROMETRIC TECHNIQUES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the ability to analyse samples using routine spectrometric techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising enterprise procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.
Unit Hours: 150
Required Reading: -
Assessment: As per accredited curriculum

PSPPM401B DESIGN SIMPLE PROJECTS
Locations: Werribee, Industry
Prerequisite(s): To be advised.
Content: 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.
Unit 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
RU4207A 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: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

PSPREG405A ACT ON NON-COMPLIANCE WITH LEGISLATION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

RTC4702A MINIMISE RISKS IN THE USE OF CHEMICALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

RTD4020A PLAN THE IMPLEMENTATION OF REVEGETATION WORKS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Planning and implementation of re-vegetation works for disturbed, degraded or remnant natural sites. Application of horticultural, natural science and environmental skills. Costing, estimating and basic budgeting skills.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 80
Required Reading: To be advised.
Assessment: As per accredited curriculum

RTD4403A DEVELOP A PEST MANAGEMENT ACTION PLAN

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Developing an action plan for the management of target pests in a local area. Knowledge of relevant local, regional, State and national strategies, relevant legislative and regulatory requirements, environmental protection legislation, pest control methods and techniques, and sustainable land use principles.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

RTD4504A MONITOR BIODIVERSITY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor critical biological and physical factors to make corrective changes in a natural area. Develop monitoring techniques, prepare equipment and resources, monitor biodiversity and review data. Knowledge of ecology, plant and animal classification, monitoring systems for flora, fauna and micro-organism populations, threats to places of natural significance, accepted scientific processes.
Unit Hours: 100
Required Reading: To be advised.
Assessment: As per accredited curriculum

RTD5502A CONDUCT FIELD RESEARCH INTO NATURAL AND CULTURAL RESOURCES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Process of conducting field research into natural resource and cultural areas for resource management and related purposes. Development of a resource management plan. Identify stakeholders, develop a research approach, conduct field investigations, develop process for involving decision-makers and report on the field investigation. Knowledge of relevant legislation, charters, Codes of Practice relating to natural and cultural resource areas, ecology, geological and biological diversity, population dynamics and control approaches, accepted scientific processes and historical research processes, and links between Indigenous heritage and natural resources.
Unit Hours: 200
Required Reading: -
Assessment: As per accredited curriculum

RUV2101A WORK IN THE ANIMAL CARE INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Undertake an activity according to workplace requirements; Recognise animals in the workplace.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Tests, assignments, presentations

RUV2102A FOLLOW OHS PROCEDURES IN AN ANIMAL CARE ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Work in a safe manner; Participate in maintaining a safe workplace.
Unit Hours: 40
Required Reading: -
Assessment: Activity sheets, test, journal

RUV2103A ASSISTS WITH GENERAL ANIMAL CARE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Handle and check animal’s general condition and health; Clean animal housing.
Unit Hours: 80
Required Reading: -
Assessment: Revisions, practical tests, assignments

RUV2104A PROVIDE FOOD AND WATER FOR ANIMALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for feeding; Feed and water animals; Complete the feeding and watering process.
Unit Hours: 30
Required Reading: -
Assessment: Theory test, case studies, assignment, demonstration

RUV2105A PARTICIPATE IN WORKPLACE COMMUNICATIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work-related documents; Participate in workplace meetings and discussions.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Listening skills, workplace documents folio, teamwork, presentations
RUVM2106A ASSIST WITH FOOD PREPARATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of assisting with the preparation of food for animals, in particular bulk food items. One would be expected to assist with the preparation of food, check food orders and clean and store relevant equipment and materials.
Unit Hours: 20
Required Reading: To be advised.
Assessment: As per accredited curriculum

RUVM2107A PROVIDE BASIC FIRST AID FOR ANIMALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess the situation; Apply basic first aid and basic care.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Theory test, assignment, presentation, practical exercise

RUVM2108A RESCUE ANIMALS AND APPLY BASIC ANIMAL CARE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of rescuing and restraining animals and providing basic animal care. It requires the demonstration of knowledge and skills to identify situations where assistance is required in the rescue of animals and the management of animal stress and injuries.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

RUVM2401A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of preparing for a tour or presentation within a captive animal facility and conducting it to meet the needs of a wide range of audiences.
Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

RUVM2501A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

RUVM2601A CARRY OUT VETERINARY RECEPTION DUTIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignments, practical exercises, test

RUVM2602A CARRY OUT DAILY CLINIC ROUTINES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assignments, practical exercises, test

RUVM3101A CARRY OUT WORKPLACE OHS PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.
Unit Hours: 50
Required Reading: To be advised.
Assessment: Activity sheets, presentations, tests, journal

RUVM3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Theory test, assignment, practical exercises
RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.
Unit Hours: 50
Required Reading: -
Assessment: Theory tests, assignments, practical exercises

RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Tests, Assignments

RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.
Unit Hours: 50
Required Reading: -
Assessment: Tests, assignments, presentation

RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE
Locations: Werribee, Online, Weekend workshop at Werribee campus and may include visits to wildlife parks.
Prerequisite(s): To be advised.
Content: Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.
Unit Hours: 50
Required Reading: There are not required text for this unit
Assessment: Students are required to do assignments and online tests

RUV3411A CARE FOR YOUNG ANIMALS
Locations: Werribee, Online, This unit may include some excursions to animal care facilities
Prerequisite(s): To be advised.
Content: Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.
Unit Hours: 30
Required Reading: Nil
Assessment: Students are required to complete assignments and online tests.

RUV3501A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV3502A PROVIDE ADVICE ON SELECTION AND CARE OF AQUATIC ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Provide information and advice on aquatic animal selection; Advise on housing for selected species; Advise on aquatic support systems; Advise on health and nutritional requirements; Complete aquatic animal sales transactions.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

RUV3503A WORK EFFECTIVELY IN THE ANIMAL COMPANION FIELD
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.
Unit Hours: 40
Required Reading: -
Assessment: tests, assignments, presentations

RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.
Unit Hours: 60
Required Reading: -
Assessment: Classwork, tests, practical work, assignment

RUV3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Worksheets, assignments, tests
RUVCAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.
Unit Hours: 30
Required Reading: -
Assessment: As per accredited curriculum

RUV3057A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.
Unit Hours: 50
Required Reading: -
Assessment: Tests and assignments

RUVMaintain Aquascapes and Aquatic Animals

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.
Unit Hours: 30
Required Reading: -
Assessment: Classroom participation and submission of set activities, assignment, practical work, practical reports

RUVC IMPLEMENT AND MONITOR THE ORGANISATION’S OHS PROGRAM

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of implementing and monitoring the organisation’s occupational health and safety (OHS) program. It requires the ability to provide OHS information to the work group, identify hazards and assess and control risks. It also requires the ability to deal with emergencies and hazardous events and maintain relevant records.
Unit Hours: 70
Required Reading: To be advised.
Assessment: To be advised.

RUV4201A COMPLY WITH ANIMAL CONTROL AND REGULATION REQUIREMENTS

Locations: Industry
Prerequisite(s): To be advised.
Content: Animal control and regulation sector and requires the ability to obtain information about the industry, participate in workplace teams and keep accurate records. It also requires the ability to identify legislative requirements within the animal control and regulation sector and apply them to day-to-day work activities.
Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

RUV4202A ASSESS AND IMPOUND ANIMALS

Locations: Industry
Prerequisite(s): To be advised.
Content: Routine situations in an animal control and regulation environment. It requires the ability to assess a given situation and implement appropriate action to seize, handle and transport animals. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.
Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

RUV4203A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of identifying animals and their behaviour in the context of an animal control and regulation environment during day-to-day activities. It requires an ability to recognise and identify animals and assess, interpret, anticipate and respond to the behaviour of an animal. It requires an appreciation of the owner - animal - environment triangle of effect that influences behavioural expressions. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.
Unit Hours: 60
Required Reading: To be advised.
Assessment: To be advised.

RUV4204A MANAGE CONFLICT SITUATIONS WITHIN AN ANIMAL CONTROL AND REGULATION ENVIRONMENT

Locations: Industry
Prerequisite(s): To be advised.
Content: This unit of competency covers the process of handling and resolving disputes and / or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. It requires the ability to communicate well with others through negotiation and mediation and to have an appreciation of highly emotional circumstances.
Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.
RU4205A EUTHANASE SICK, INJURED OR UNWANTED POUND ANIMALS

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

Content: This unit of competency covers the process of euthanising 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.

Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

RU4206A CARRY OUT POUND PROCEDURES

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

Content: This unit of competency covers the process of providing appropriate management of impounded and surrendered animals including receiving animals, maintaining pound hygiene, providing the appropriate level of care for animals and discharging animals accordingly. It requires the ability to gather information on the animals received, process appropriate documentation and ensure that the pound and its facilities are clean and that hygiene is maintained. It also requires an ability to provide care for animals within the pound and assist in the preparation of animals for discharge. Working within animal control and regulation requires knowledge of relevant legislation and organisational policies and procedures.

Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

RU4207A CONDUCT COMMUNITY AWARENESS PROGRAMS

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

Content: This unit of competency covers the process of contributing to the development and improvement of community awareness programs as well as preparing, delivering and evaluating programs to increase community awareness on matters relating to animal control and regulation. It requires an ability to research information, prepare materials and deliver programs in order to meet the needs and expectations of the community.

Unit Hours: 40
Required Reading: To be advised.
Assessment: To be advised.

RU4208A COORDINATE SEIZURE OF ANIMALS

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

Content: This unit of competency covers the process of coordinating a seizure plan and the seizing of animals that may be aggressive, dangerous, injured or large. It principally involves non-routine situations involving aggressive dogs and livestock and requires the ability to assess a given situation, coordinate an appropriate action plan and seize the animals.

Unit Hours: 30
Required Reading: To be advised.
Assessment: To be advised.

RU4209A PREPARE AND PRESENT ANIMAL CONTROL AND REGULATION CASE

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

Content: This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases. It requires the ability to interview and record statements from witnesses and suspects, collect information relating to the case, identify admissible evidence and prepare case briefs. It also requires an ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.

Unit Hours: 80
Required Reading: To be advised.
Assessment: To be advised.

RU4601A COORDINATE PATIENT ADMISSION AND DISCHARGE

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

Content: Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.

Unit Hours: 40
Required Reading: To be advised.
Assessment: Observation of practical work, worksheets, assignment, test

RU4602A APPLY RADIOGRAPH ROUTINES

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

Content: Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.

Unit Hours: 70
Required Reading: To be advised.
Assessment: Workplace assessment, assignments, worksheets, practical exercises, tests

RU4604A PERFORM CLINIC OFFICE PROCEDURES

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

Content: Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.

Unit Hours: 30
Required Reading: To be advised.
Assessment: Workplace skills log, worksheets, class activities, tests

RU4605A CARRY OUT SURGICAL NURSING ROUTINES

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

Content: Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.
School of Sport & Science

Unit Hours: 80
Required Reading: To be advised.
Assessment: tests, assessments, assignment

RUV4606A NURSE ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify patients and monitor clinical signs; Communicate with clients concerning hospitalised patients; Provide animal care in pain situations; Care for animals; Care for hospitalised animals.
Unit Hours: 80
Required Reading: To be advised.
Assessment: Class work, log book, tests, practical and oral exams, assignment

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for and assist with medical procedures; Prepare for specific clinic routines.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Tests, worksheet, workplace skills

RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.
Unit Hours: 40
Required Reading: To be advised.
Assessment: class work, tests, assignments, presentation

RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish, market and implement promotional strategies; Promote clinic.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.
Unit Hours: 50
Required Reading: -
Assessment: As per accredited curriculum

RUV5301A CARRY OUT BREEDING PROCEDURES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Select animals and prepare for breeding, implement breeding procedures; Perform post-mating procedures; Name and record animals.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Assignment, worksheet, tests and project

RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.
Unit Hours: 80
Required Reading: -
Assessment: Tests, assignment, case study, case report, practical exercises

RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Determine the nutritional requirements of research animals; Formulate and modify effective feed regimes, diets and methods; Evaluate feed regimes, diets and methods; Manage feeding process.
Unit Hours: 40
Required Reading: To be advised.
Assessment: Tests, assignments, presentations
RUVP305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Monitor the health status of laboratory animals; Investigate and recognise disease processes in research animals; Treat, prevent and control disease in laboratory animals; Identify the way in which disease processes may influence the design and outcome of experiments in laboratory animals.
Unit Hours: 80
Required Reading: -
Assessment: Tests, assignment, case study, case report, practical exercises

RUVP306A PLAN AN ANIMAL TECHNOLOGY FACILITY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify and document user requirements; Plan accommodation for animals; Develop the facility design and construction brief; Monitor the design and construction of the facility.
Unit Hours: 60
Required Reading: To be advised.
Assessment: Assignments, questions, simulation

RUVP307A MANAGE LABORATORY PROCEDURES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.
Unit Hours: 100
Required Reading: To be advised.
Assessment: Assignments, simulation, tests

RUVP308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare facilities, equipment and personnel; Prepare animals for anaesthesia and surgery for scientific purposes; Induce, maintain and monitor anaesthesia in animals; Perform basic surgery on animals; Provide post-anaesthetic and post-operative care for animals; Maintain facilities and equipment.
Unit Hours: 60
Required Reading: -
Assessment: Theory tests, assignments, case studies, practical exercises

SRCAU003B RESPOND TO AN AQUATIC EMERGENCY USING BASIC WATER RESCUE TECHNIQUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate an aquatic emergency and perform a basic water rescue. These situations will usually involve an individual response.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCAU006B SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to supervise clients at an aquatic recreation facility or environment to minimise risk.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCAU007B RESPOND TO AN AQUATIC EMERGENCY USING ADVANCED WATER TECHNIQUES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to identify and evaluate a major aquatic emergency and perform an advanced water rescue. These situations will usually involve a team response.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRD002B APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies to meet client needs and organisation objectives.
Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum
SRCCRD003B PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to apply the principles of equity and access in a community recreation work environment.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRD007B DEVELOP RECREATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRD008B WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge to develop an effective relationship with key personnel in government and other key agencies to assist with community recreation service delivery.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to organise recreation games; Determine type and range of recreation games to be used; Assist in making arrangements for recreation games; Assist with the conduct of recreation games.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO002B RESPOND TO CLIENTS AT RISK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond to clients at risk in a community recreation environment.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO003B APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Recalculate takings.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRCCRO005B DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge required to respond effectively to volunteers in an recreation organisation or environment.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Communicating ideas and information; Collecting analysing and organising information; Planning and organising activities; Working with others and in teams; Using mathematical ideas and techniques; Solving problems; Using technology.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT003B UNDERTAKE CLIENT INDUCTION AND SCREENING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.
Unit Hours: 10
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT004B DEVELOP BASIC FITNESS PROGRAMS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Gather pre-programming information, including a client’s current fitness level; Develop a basic exercise plan of general activities suited to client’s needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client’s exercise program in accordance with their progress; Display an appropriate instructional style.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT005B APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instructing clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Apply a knowledge of the body’s energy systems to exercise instruction. Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.
Unit Hours: 15  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT006B USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.  
Unit Hours: 10  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT007B UNDERTAKE RELEVANT EXERCISE PLANNING AND PROGRAMMING  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Use the principles and variables of programming that underlie exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plans for fitness industry clients.  
Unit 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  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: This unit has been developed for the Fitness Industry Training Package and covers the knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.  
Unit Hours: 30  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT009B UNDERTAKE POSTURAL APPRAISAL OF LOW RISK CLIENTS  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Prepare clients for postural appraisal; Assess low risk client’s range of movement at relevant joints; Analyse low risk client’s static posture; Observe client’s dynamic posture whilst performing fitness exercises and fitness activities; Deliver suitable exercises for clients with postural concerns with allied health professionals; Provide information to clients relating to posture; Work as part of an allied health team.  
Unit Hours: 20  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT010B UTILISE A BROAD RANGE OF FITNESS EQUIPMENT  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.  
Unit Hours: 20  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT011B PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS  
Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Screen clients for health, medical or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.  
Unit 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: To be advised.  
Prerequisite(s): To be advised.  
Content: Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non-verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.  
Unit Hours: 20  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT013B PROVIDE INFORMATION AND EXERCISE RELATED TO NUTRITION AND BODY COMPOSITION  
Locations: To be advised.  
Prerequisite(s): To be advised.
Content: Explain the general principles of nutrition and health to clients; Estimate the body composition of clients; Develop and deliver an exercise plan and program designed to improve the body composition of low risk clients; Provide information about appropriate dietary modifications to reduce the level of body composition of low risk clients.

Unit Hours: 20

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT014A PROVIDE ADVICE TO CLIENTS ON THE APPLICATION OF BASIC ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS

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

Content: Apply a knowledge of the systems of the human body to movement and exercise; Apply an understanding of the structure and function of musculoskeletal system when providing information about fitness programs; Relate the structure and function of the cardiovascular system and respiratory system to fitness activities; Provide knowledge about the structure and function of the digestive system; Apply knowledge of the structure and function of the nervous system to fitness activities.

Unit Hours: 50

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT015A PROVIDE NUTRITION ADVICE TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

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

Content: Explain the relationship between nutrition, health and fitness to clients; Provide basic information 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.

Unit Hours: 50

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT016A APPLY INFORMATION FROM POSTURAL APPRAISALS TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

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

Content: Undertake client induction and screening for clients; Conduct postural appraisal tests to evaluate the clients mobility, stability, muscle strength and endurance; Observe and evaluate a client’s dynamic posture through observation of gait; Plan and design exercise programs for moderate risk clients with postural concerns, under the guidance of allied health professionals.

Unit Hours: 60

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT017A PROVIDE NUTRITION INFORMATION TO CLIENTS WITH SPECIFIC REQUIREMENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

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

Content: Collect information about the client’s current medical and nutritional status; Recognise clients with specific nutritional requirements; Determine the clients specific nutritional requirements; Provide nutritional information to clients with specific nutritional requirements, under the guidance of medical and allied health professionals; Develop and utilise a network of medical and allied health professionals to assist clients to implement a healthy eating plan.

Unit Hours: 60

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT018A APPLY ANATOMY AND PHYSIOLOGY TO FITNESS PROGRAMS FOR MODERATE RISK CLIENTS

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

Content: Apply extensive knowledge of musculoskeletal anatomy and physiology to the prescription of exercise for moderate risk clients; Apply extensive knowledge of the anatomy and physiology of the cardiovascular system and respiratory system to the planning and delivering exercise programs for moderate risk clients; Relate the structure and function of the lymphatic system to exercise and exercise related injuries; Apply knowledge of the structure and function of the nervous system to exercise and fitness activities; Apply extensive knowledge of the anatomy and physiology of the digestive 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.

Unit Hours: 80

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP001A PROVIDE BODY COMPOSITION MANAGEMENT PROGRAMMING FOR MODERATE RISK CLIENTS

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

Content: Educate the client on the relationship between exercise, nutrition and body composition management; Conduct goals and needs analysis that is appropriate for body composition management; Plan a program to effectively manage body composition in clients; Deliver a program to effectively manage body composition in clients; Monitor and reassess client progress and modify if necessary.

Unit Hours: 40

Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRFFSP002A PROVIDE INFORMATION ABOUT INJURY PREVENTION AND MANAGEMENT TO FITNESS CLIENTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Apply a knowledge of musculoskeletal injuries to fitness activities; Identify common exercise-related musculoskeletal injuries resulting from fitness activities and the associated management methods; Develop and apply injury prevention strategies applicable to fitness activities; Assist with the management of common exercise-related musculoskeletal injuries under the guidance of allied health professionals; Develop a network of medical and allied health professionals.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of the role of physical activity in a healthy lifestyle and in preventing major causes of disease and disability among adults; Explain and apply current recommendations regarding the type and amount of physical activity to promote health and prevent disease; Apply basic principles of exercise prescription to instructing and leading exercise programs for individuals and groups; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various exercise modes in exercise instruction and leadership; Ensure safety of low and moderate risk clients in exercise settings.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop a consultative network of other fitness trainers, allied health professionals and medical advisers; Apply pre-screening and baseline assessment protocols and procedures to moderate risk children and young adolescents; Develop a plan for an exercise class for moderate risk children and young adolescents; Instruct an exercise class for moderate risk children and young adolescents; Review a range of exercise programs for moderate risk children and young adolescents.
Unit Hours: 40
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP005A PLAN AND DELIVER EXERCISE FOR PEOPLE WITH A DISABILITY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Receive client presenting with disabilities; Explain and apply knowledge about the cause and consequences of specific musculoskeletal impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with disabilities.
Unit Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFSP006A PLAN AND DELIVER EXERCISE STRATEGIES FOR MUSCULOSKELETAL REHABILITATION

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Work within a network of allied health and medical professionals; Plan an exercise program to enhance the musculoskeletal rehabilitation; Instruct an appropriate exercise program to enhance musculoskeletal rehabilitation program; Reassess and if needed modify the rehabilitation program in consultation with an allied.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate an understanding of risk factors contributing to and health implications of metabolic syndrome; Explain and apply knowledge about the role of exercise in preventing or managing metabolic syndrome; Apply basic principles of exercise prescription to selecting, leading and instructing exercise for clients with or moderate risk of metabolic syndrome; Evaluate an exercise program according to client progress; Demonstrate an ability to incorporate various modes of exercise as recommended for clients with or moderate risk of metabolic syndrome; Ensure safety of clients with or moderate risk of metabolic syndrome in exercise settings.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Receive moderate risk client presenting with musculoskeletal needs; Explain and apply knowledge about the cause and consequences of specific musculoskeletal needs and the role of exercise in management of these conditions; Apply basic
SRFFSP010A PLAN AND DELIVER EXERCISE FOR LOW TO MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.

Unit Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT001B PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM

Locations: Footscray Park
Prerequisite(s): SRFFIT006B; SRFFIT014A; SRFFIT015A; SRFGYM001B
Content: 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.

Unit Hours: 15
Required Reading: No Required Reading
Assessment: As per accredited curriculum

SRFFIT002A DEVELOP AND APPLY INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Demonstrate the correct use of fitness equipment; Monitor 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.

Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT003A PLAN AND DELIVER EXERCISE FOR MODERATE RISK CLIENTS WITH NEUROLOGICAL IMPAIRMENT

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Explain and apply knowledge about the cause and consequences of specific neurological impairments and the role of exercise in management of these conditions; Apply basic exercise prescription principles to selecting, leading and instructing exercise for clients with neurological impairment; Apply and extend factors influencing exercise compliance to instruction and delivery of exercise for clients with neurological impairment; Evaluate an exercise program according to client progress; Ensure safety of clients with neurological impairment in a variety of exercise settings.

Unit Hours: 40
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT004A PLAN AND DELIVER EXERCISE FOR CLIENTS WITH SPECIFIC POPULATIONS TO EXERCISE DELIVERY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 60
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRFFIT005A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: 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.

Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROODR001A APPLY BASIC OUTDOOR RECREATION LOGISTICS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Identify standard fitness exercises to meet a range of fitness outcomes when planning fitness activities and programs; Demonstrate the correct technique of executing standard fitness exercises to fitness clients; Instruct client to perform standard fitness exercises including the correct use of fitness equipment; Monitor clients while performing fitness activities and provide appropriate feedback.

Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROODR002A PLAN OUTDOOR RECREATION ACTIVITIES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills to independently plan and participate unsupervised in outdoor activities within a team environment in situations where extreme environmental conditions are not likely to occur. This unit addresses the basic principles, knowledge and skills to plan general (non-activity-specific) requirements for participation in outdoor recreation activities. Activity specific aspects of clothing and equipment selection are addressed in activity-specific units. This unit incorporates the unit SROODR001A Apply basic outdoor recreation logistics, and this should be taken into consideration when planning to meet pre-and co-requisite requirements.

Unit Hours: 10
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROODR004A ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS

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

Content: This unit covers the knowledge and skills required to assist in the planning, preparation and conduct of outdoor recreation sessions under direct supervision of a responsible person.

Unit Hours: 15
Required Reading: -
Assessment: As per accredited curriculum

SROODR005A GUIDE OUTDOOR RECREATION SESSIONS

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

Content: This unit covers the knowledge and skills required to plan and conduct a non-instructional outdoor activity session for clients. The activity session would be within a context of limited supervision, within clearly defined contexts, eg, site-specific situations, with the guide or leader conducting activities on programs and performing other associated tasks, acting according to clearly defined Standard Operating Procedures and the organisation’s documented guidelines. Persons at this level may work as an assistant with a more experienced leader in potentially non-routine or more complex activities. Limited supervision includes working within clearly defined organisational procedures and policies with minimal on-site supervision, although restrictions may apply. Restrictions may be on the type of site, location or facility used, on the type of session conducted, on the number of clients, or on the conditions in which the session can be conducted, eg, environmental conditions, type of group.

Unit Hours: 20
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SROOPS001B IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

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

Content: This unit covers the knowledge and skills required to ensure that practices are implemented to achieve minimal environmental impact whilst participating in outdoor activities under supervision.

Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

SROOPS002B PLAN FOR MINIMAL ENVIRONMENTAL IMPACT

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

Content: This unit covers the knowledge and skills required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase.

Unit Hours: 8
Required Reading: To be advised.
Assessment: As per accredited curriculum

SROOPS003B APPLY WEATHER INFORMATION

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

Content: This unit covers the knowledge and skills required to access and interpret meteorological data in order to plan outdoor activities.

Unit Hours: 15
Required Reading: To be advised.
Assessment: As per accredited curriculum

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

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

Content: Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.

Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

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

Content: Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete’s readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
FACULTY OF WORKFORCE DEVELOPMENT

Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP008A SELECT A TEAM OR GROUP

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSCGP009A WORK WITH OFFICIALS

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.
Unit 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: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.
Unit 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: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCGP013A MONITOR COACH WELFARE

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSCGP014A IMPLEMENT RECOVERY PROGRAMS
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Present the principles of recovery, and recovery methods to athlete/s; implement a recovery program using the principles of recovery, and recovery methods; evaluate the effect of the recovery program on the performance of the athlete/s.
Unit Hours: 25
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP001B PREPARE FOR PUBLIC SPEAKING
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for public speaking; present a talk to a public forum.
Unit Hours: 10
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP002B PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to plan a media interview; undertake a media interview.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP003B DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information on personal image and presentation techniques; demonstrate personal image and presentation skills.
Unit Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP004B DEVELOP NEGOTIATION SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to develop a plan on how to negotiate to achieve an agreed outcome; participate in a negotiation to an agreed outcome.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to develop an interpersonal communication action plan; demonstrate effective use of the key skills required for assertive communication.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP006B COMPLETE A TAX RETURN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information on income taxation liabilities in order to complete a tax return; complete a tax return.
Unit Hours: 10
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP007B DEVELOP FINANCIAL GOAL SETTING PLAN
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to develop a personal budget; develop a personal budget; collect information to complete a bank reconciliation; complete a bank reconciliation.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP008B PREPARE A PRE OR POST EVENT MEAL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to plan a pre or post event meal; prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSCOP009B COLLECT INFORMATION ON DRUGS IN SPORT

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

Content: Collect information on professional advice available on drugs in sport; Collect information on the major types of drugs available in Australian society; Collect information on the ways in which the use of performance enhancing, weight control and other drugs are controlled in Australian society.

Unit Hours: 5
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP010B COLLECT INFORMATION ON STRESS MANAGEMENT

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

Content: Collect information on the impact stress can have on performance; Collect information on ways of effectively managing stress.

Unit Hours: 5
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP011B DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN

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

Content: Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.

Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP012B DEVELOP A TRAVEL AND ACCOMMODATION PLAN

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

Content: Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.

Unit Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP013B DEVELOP A CAREER GOAL SETTING PLAN

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

Content: Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.

Unit Hours: 5

SRSCOP014B PREPARE TO STUDY

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

Content: Develop study skills.

Unit Hours: 5
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP015B PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS

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

Content: Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker’s presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.

Unit Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP017B DEVELOP SELF AWARENESS

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

Content: Collect information on the role self awareness plays in achieving personal goals; Collect information on the impact positive and negative self-concept have on performance.

Unit Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP018B DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL

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

Content: Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.

Unit Hours: 5
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSCOP019B DEVELOP A SPONSORSHIP PROPOSAL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for ongoing servicing of sponsors.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP021B COLLECT INFORMATION ON CONTRACTS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information on the function of a contract as it applies to an athlete and their sport.
Unit Hours: 5
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP022B COLLECT INFORMATION ON ELITE ATHLETES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information on the characteristics of elite athletes.
Unit Hours: 5
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP023B DESIGN AN ATHLETE’S DIET
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information on the different dietary strategies for optimising an athlete's body composition and sporting performance; Design a balanced diet that fulfils the training needs of an athlete; Design a diet for an athlete’s competition and recovery requirements.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP024B PREPARE FOR AN OVERSEAS SPORTING EVENT
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Prepare a travel plan and itinerary for an overseas sporting event; Collect information necessary to obtain appropriate documentation for meeting overseas travel requirements; Collect information on the major differences between Australia and the country of destination; Develop a strategic plan to minimise the impact of overseas travel on training and performance.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

SRSCOP025B PREPARE FOR AN OVERSEAS SPORTING EVENT
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Prepare a goal setting plan; Collect information on how to mentally prepare to participate in competition.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSCOP026B PREPARE TO PARTICIPATE IN COMPETITION
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Develop a time management plan; Evaluate the time management plan.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSMAR001A DEVELOP KNOWLEDGE OF THE MARTIAL ARTS INDUSTRY
Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 15
Required Reading: This unit was approved on 20 August TCAP meeting.
Assessment: To be advised.

SRSMAR002A COLLECT FUNDAMENTAL INFORMATION ON THE PHILOSOPHY AND STRUCTURE OF THE MARTIAL ARTS INDUSTRY.
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: 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.
SRSMAR003A COLLECT INFORMATION ON THE PHILOSOPHY AND FOUNDATIONS OF THE MARTIAL ARTS INDUSTRY

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 15
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR004A TEACH OR DEVELOP THE BASIC SKILLS OF MARTIAL ARTS.

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR005A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF MARTIAL ARTS.

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR008A TEACH OR DEVELOP THE INTERMEDIATE SKILLS OF TAEKWONDO.

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills to use drills, activities and games to teach or develop intermediate skills of Taekwondo.
Unit Hours: 20
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSMAR012A TEACH OR DEVELOP THE ADVANCED SKILLS OF MARTIAL ARTS.

Locations: Industry, Footscray Park, On-line
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: This unit has no required text.
Assessment: To be advised.

SRSOGP001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.
Unit Hours: 25
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSOGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSOGP005A RESOLVE CONFLICT RELATED TO OFFICIATING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSOGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSOGP008A MANAGE CONFLICT RELATED TO OFFICIATING

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.
Unit Hours: 15
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSOGP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare a fitness and recovery program; implement and manage the training and recovery program; evaluate a fitness and recovery program.
Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT001A IMPLEMENT INJURY PREVENTION AND APPLY BASIC SPORTS FIRST AID

Locations: Footscray Nicholson, Industry, Footscray Park, City Flinders, Various to meet the needs of industry and sporting associations.
Prerequisite(s): To be advised.
Content: 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.
Unit Hours: 20
Required Reading: Nil
Assessment: To be advised.

SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies.
Unit Hours: 30
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRSSPT007A TAPE ANKLE, THUMB AND FINGERS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Prepare for taping; Apply taping techniques; Remove tape; Implement self-care; Position for effective taping.
Unit Hours: 30
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRSSPT010A TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT

Locations: Footscray Nicholson, Industry, Footscray Park, City Flinders, Various to meet the needs of industry and sporting associations.

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 10

Required Reading: Nil

Assessment: To be advised.

SRXCAI002B ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR PARTICIPANTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Assist in preparing participants; Help participants gain skills, techniques and knowledge; Assist in supervising participants; Assist preparing participants to end the session; Assist in the evaluation of the session

Unit Hours: 8

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI003B PROVIDE EQUIPMENT FOR ACTIVITIES

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Issue equipment to the participant; Set up equipment; Take down equipment; Check in equipment; Store equipment

Unit Hours: 7

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

Locations: To be advised.

Prerequisite(s): SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace; SRSCAI001A Assist in preparing sport and recreation sessions for clients; SRXCAI003A Provide equipment for activities

Content: Collect information to plan a session; Produce a session plan; Resource a session.

Unit Hours: 8

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Collect information to plan a session or program; Produce a session or program plan; Resource a session.

Unit Hours: 8

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

Locations: To be advised.

Prerequisite(s): PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation for clients

Content: Maintain client’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.

Unit Hours: 8

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Maintain participant’s physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare participants to end the session; Evaluate the session.

Unit Hours: 8

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI006B ORGANISE A SPORT AND RECREATION PROGRAM

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

Unit Hours: 10

Required Reading: To be advised.

Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRXCAI007B CONDUCT A SPORT AND RECREATION PROGRAM

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: Coordinate resources; Conduct a program and monitor participant’s condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.  
Unit Hours: 10  
Required Reading: To be advised.  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Locations: Industry, Footscray Park  
Prerequisite(s): To be advised.  
Content: Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/performance situations within the long-term program; Assist participants to cope with retirement from activity; Liaise with other coaches/instructors of participants; Develop selection procedures.  
Unit 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: Industry, Footscray Park  
Prerequisite(s): To be advised.  
Content: Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.  
Unit 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: Industry, Footscray Park  
Prerequisite(s): To be advised.  
Content: Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.  
Unit Hours: 20  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Locations: Industry, Footscray Park  
Prerequisite(s): To be advised.  
Content: This unit covers the knowledge and skills to deal with, or participate in the control of, emergencies which are not initially or potentially life threatening.  
Unit Hours: 10  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEMR001A RESPOND TO EMERGENCY SITUATIONS

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: This unit covers the knowledge and skills to recognise potential risks and emergency situations and to take action, within own area of responsibility and ability.  
Unit Hours: 18  
Required Reading: To be advised.  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXEMR002A COORDINATE EMERGENCY RESPONSE

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: This unit covers the knowledge and skills to coordinate a response to an emergency situation, in accordance with an organisation’s policies and procedures.  
Unit Hours: 20  
Required Reading: To be advised.  
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXFAC001B MAINTAIN EQUIPMENT OF ACTIVITIES

Locations: To be advised.  
Prerequisite(s): To be advised.  
Content: This unit covers the core skills and knowledge to undertake routine maintenance and minor repairs on sport and recreation equipment.  
Unit Hours: 5  
Required Reading: -  
Assessment: Assignment, presentation, written and practical tasks, case studies, research
**SRXFAD001A PROVIDE FIRST AID**

Locations: Industry, Footscray Park

Prerequisite(s): To be advised.

Content: Assess the situation; Apply basic first aid techniques; Communicate details of the incident.

Unit Hours: 10

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXFAD002A PROVIDE ADVANCED FIRST AID RESPONSE**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.

Unit Hours: 20

Required Reading: To be advised.

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXFAD004A COORDINATE AND IMPLEMENT FIRST AID TRAINING**

Locations: Industry, Footscray Park, On-line

Prerequisite(s): To be advised.

Content: Coordinate and implement first aid training.

Unit Hours: 10

Required Reading: This unit has no required text.

Assessment: To be advised.

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**SRXGCS006A ADDRESS CLIENT NEEDS**

Locations: Industry, Footscray Park

Prerequisite(s): To be advised.

Content: Assist client to articulate needs; Satisfy complex client needs.

Unit Hours: 10

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXGCS001A CREATE A CLIENT RELATIONSHIP**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Establish contract with clients; Present a positive organisational image

Unit Hours: 10

Required Reading: -

Assessment: As per accredited curriculum

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**SRXGCS002A DEAL WITH CLIENT FEEDBACK**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Handle client feedback; Record client feedback.

Unit Hours: 10

Required Reading: To be advised.

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXGCS004A MEET CLIENT NEEDS AND EXPECTATIONS**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit involves the skills and knowledge of understanding, clarifying and meeting client needs and expectations in a single encounter or multiple encounters, on a one-to-one basis with a client.

Unit Hours: 20

Required Reading: To be advised.

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXGCS006A ADDRESS CLIENT NEEDS**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Assist client to articulate needs; Satisfy complex client needs.

Unit Hours: 10

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research

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**SRXGCS007A DETERMINE NEEDS OF CLIENT POPULATIONS**

Locations: Industry, Footscray Park

Prerequisite(s): To be advised.

Content: Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.

Unit Hours: 20

Required Reading: -

Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRXGCT03A PROCESS CLIENT COMPLAINTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit involves the skills and knowledge of handling negative feedback (complaints) from customers, whether formal or informal. Complaints may range from a simple customer dissatisfaction which can be resolved on the spot to scenarios where external bodies such as police are required, and vary in terms of severity, formality, source and documentation required.

Unit Hours: 20
Required Reading: To be advised.
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGCT05A COORDINATE CLIENT SERVICE ACTIVITIES

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Contribute to quality client standards; Implement client services systems.

Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRO001A FACILITATE A GROUP

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

Unit Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRO002A DEAL WITH CONFLICT

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXGRO003A PROVIDE LEADERSHIP TO GROUPS

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision-making; Demonstrate appropriate leadership styles

Unit Hours: 18
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXINU002A APPLY SPORT AND RECREATION LAW

Locations: To be advised.
Prerequisite(s): To be advised.
Content: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.

Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.

Unit Hours: 20
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.
Unit Hours: 35
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXOHN001A CONDUCT PROJECTS

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.
Unit Hours: 15
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXOHN002A MANAGE PROJECTS

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Plan project; Administer and monitor project; Coordinate project administration; Finalise and review project administration.
Unit 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: To be advised.
Prerequisite(s): To be advised.
Content: Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.
Unit Hours: 10
Required Reading: -
Assessment: As per accredited curriculum

SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Provide information to the work group about occupational health and safety and the organisation’s occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement the organisation’s procedures for dealing with hazardous events; Implement and monitor the organisation’s procedures for maintaining occupational health and safety records.
Unit Hours: 12
Required Reading: -
Assessment: As per accredited curriculum

SRXOHS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY SYSTEM

Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation’s occupational health and safety system and related policies, procedures and programs.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the knowledge and skills to identify problems in relation to safe usage of a resource and to contribute to the development and presentation of information to the public to address the problems.
Unit Hours: 12
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research
SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXRIK002A MANAGE AN ORGANISATION’S RISK
Locations: Industry, Footscray Park
Prerequisite(s): To be advised.
Content: Determine the organisation’s risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation’s risk management program; Monitor and evaluate the risk management program.
Unit Hours: 40
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXRIS001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides basic knowledge and skills to apply a risk analysis process in the context of a recreation activity in accordance with an organisation’s risk management procedures.
Unit Hours: 10
Required Reading: -
Assessment: Assignment, presentation, written and practical tasks, case studies, research

SRXTEM003A WORK AUTONOMOUSLY
Locations: Industry, Footscray Park, St Albans
Prerequisite(s): SRXTEM002A Support the work of a team
Content: Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Unit Hours: 7
Required Reading: No text
Assessment: Assignment, presentation, written and practical tasks, case studies, research

THTPPD005B PLAN AND DEVELOP INTERPRETIVE ACTIVITIES
Locations: To be advised.
Prerequisite(s): To be advised.
Content: Skills and knowledge required to plan and develop interpretive activities for different customer groups. Developing activities within tour operations, attractions/theme parks and national parks.
Unit Hours: 60
Required Reading: -
Assessment: As per accredited curriculum

VBP034 PROCESS AND INTERPRET PHYSICAL DATA PERTAINING TO THE FOOD INDUSTRY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit builds on an understanding of physical science concepts relevant to the food industry. It deals with common units of measurement, formulae and related investigative and mathematical skills.
Unit Hours: 70
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP035 PERFORM MICROBIOLOGICAL TECHNIQUES IN THE FOOD INDUSTRY
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides an introduction to food microbiology. It covers the skills and knowledge required to perform generic microbiological laboratory techniques.
Unit Hours: 80
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP051 IDENTIFY SENSORY ANALYSIS FUNDAMENTALS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify sensory evaluation techniques and to use appropriate terminology when describing the organoleptic properties of food.
Unit Hours: 15
Required Reading: -
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP052 APPLY BASIC PRINCIPLES OF PROCESS CONTROL
Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to apply various types of process control and control mechanisms available to production process
VBP057 PROCESS FRUIT AND VEGETABLES

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to apply the principles and concepts behind fruit and vegetable processing including preparation and stabilising shelf life.
Unit 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

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit provides the basic principles of poultry processing and manufacture of egg products. It covers the skills and knowledge required to identify poultry and processing and egg products manufacturing techniques.
Unit Hours: 20
Required Reading: 
Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

VBP060 MANUFACTURE EDIBLE FATS AND OIL PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to provide basic principles of edible fats and oils processing.
Unit Hours: 20
Required Reading: To be advised.
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP061 APPLY CONFECTIONERY TECHNOLOGY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind sugar, its use as food and various processes associated with sugar product manufacture.
Unit Hours: 20
Required Reading: To be advised.
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP062 MANUFACTURE BEVERAGES PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind beverages, their use as food, and various processes associated with beverage products manufacture.
Unit Hours: 20
Required Reading: To be advised.
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP063 MANUFACTURE CEREAL PRODUCTS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit covers the skills and knowledge required to identify the principles and concepts behind cereals, their use as food and various processes associated with cereal product manufacture.
Unit Hours: 20
Required Reading: To be advised.
Assessment: This will be assessed as follows: Practical 50% and test 50%.

VBP067 PERFORM MICROBIOLOGICAL TESTS PERTAINING TO THE FOOD INDUSTRY

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit gives you the knowledge and skills to perform microbiological tests in the food industry
Unit Hours: 50
Required Reading: -
Assessment: Competency based

VBP068 INTERPRET SAMPLING PLANS

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit gives you the knowledge to interpret sampling plans
Unit Hours: 20
Required Reading: -
Assessment: This is assessed as practicals 50% and Test 50%

VBP069 PERFORM STATISTICAL PROCESS CONTROL

Locations: To be advised.
Prerequisite(s): To be advised.
Content: This unit gives understanding on performing statistical process control.
Unit Hours: 20
Required Reading: To be advised.
Assessment: Test
**VBP070 APPLY WORKPLACE STATISTICS TO THE FOOD INDUSTRY**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit gives knowledge and understanding on applying statistics in the food industry

Unit Hours: 40

Required Reading: -

Assessment: As per accredited curriculum

**VBP072 ANALYSE FOOD PACKAGING REQUIREMENTS**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Units cover the skills and knowledge required to determine the application of the variety of packaging materials

Unit Hours: 20

Required Reading: To be advised.

Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

**VBP073 DEMONSTRATE QUALITY MANAGEMENT PRACTICES**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skills and knowledge required to resolve workplace problems through the application of quality systems.

Unit Hours: 30

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

**VBP074 IDENTIFY THE BIOCHEMICAL PROPERTIES OF FOOD**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Units cover the skills and knowledge required to use and handle biologically and industrially important biochemical substances.

Unit 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**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the skill and knowledge required to determine the feasibility of a food product concept and development of concepts to the stage where objective judgments can be made regarding viability.

Unit Hours: 120

Required Reading: -

Assessment: This will be assessed as follows: Practical 50% and test 50%.

**VBP086 PRODUCE FROZEN DAIRY PRODUCTS**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of frozen milk and related products

Unit Hours: 40

Required Reading: To be advised.

Assessment: This module is competency based. To be deemed competent you must be competent in all learning outcomes.

**VBP087 PRODUCE MILK FAT PRODUCTS**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Units cover the skills and knowledge required to co-ordinate the preparation and manufacture of milk fat products

Unit Hours: 40

Required Reading: To be advised.

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**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: Units cover the skills and knowledge required to co-ordinate the preparation and production of milk and related products manufactured by the membrane system.

Unit 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**

Locations: To be advised.

Prerequisite(s): To be advised.

Content: To be advised.

Unit Hours: 25

Required Reading: To be advised.

Assessment: To be advised.
**VBQM542 COUNSELLING FOUNDATIONS FOR WORKING IN A HIGH PERFORMANCE ENVIRONMENT**

**Locations:** To be advised.

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

**Content:** To provide the learners with the opportunity to develop an understanding of the philosophical basis of career education and its application when dealing with high performers. High performers refer to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers. Learners will develop an understanding of the counselling foundations to apply when exploring the various elements of the career and education field, as well as the necessary skills required to conduct an high performer’s assessment.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

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**VBQM543 CAREER PLANNING FOR HIGH PERFORMERS**

**Locations:** To be advised.

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

**Content:** To provide the learners with the knowledge and skills required to apply a range of career planning techniques and theories. High performers refer to elite athletes, circus/theatrical performers, musicians, professional dancers and entertainers.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

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**VBQM544 THE ELITE PERFORMANCE SPORT ENVIRONMENT**

**Locations:** To be advised.

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

**Content:** To provide the learners with the broad-based knowledge and skills required to understand the elite performance environment in the sports sector. Learners will be required to examine and report on a range of support bodies as well as describe the requirements for elite performers involvement in these organisations.

**Unit Hours:** 50

**Required Reading:** -

**Assessment:** As per accredited curriculum

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**VPAM083 STOICHIOMETRY AND SOLUTION CHEMISTRY**

**Locations:** To be advised.

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

**Content:** The purpose of this module is to provide learners with basic knowledge of stoichiometry and solution chemistry.

**Unit 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 use appropriate terminology to discuss classification and properties of matter, use the Bohr-Rutherford model of the atom to explain the structure of an atom, use knowledge of periodicity and bonding to explain the chemical and physical properties of common elements and compounds and derive systematic names and formulae for simple inorganic compounds. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**VPAM084 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS**

**Locations:** To be advised.

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

**Content:** The purpose of this module is to provide learners with basic knowledge of organic chemistry.

**Unit 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 use the mole definition and formulae to solve problems derive balanced chemical equations for simple chemical reactions and apply stoichiometry to them explain solution formation and solubility solve concentration problems. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

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**VPAM085 WAVES AND OPTICS**

**Locations:** To be advised.

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

**Content:** To provide the learner with knowledge of wave theory and the laws of optics.

**Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide the learner with the knowledge and skills to describe the motion of an object.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: To provide students with the knowledge and skills to be able to identify and describe the physiological functions of the major anatomical features of selected body systems and to investigate diseases and treatments.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide learners with basic knowledge of chemical reactions so that they can explain acid-base and redox theory.
Unit 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 use ionic equations to represent reactions involving ions in solution, use current theories to explain acid-base behaviour, explain the pH scale, use titration results to complete concentration problems, write ionic equations to represent redox reactions, explain the operation and uses of galvanic and electrolytic cells, explain the corrosion of steel and its prevention in terms of redox theory. The anticipated methods of assessment will be, oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAM090 INTRODUCTORY GENETICS
Locations: To be advised.
Prerequisite(s): To be advised.
Content: The purpose of this module is to provide learners with knowledge of the key elements of genetically-related phenomena including DNA structure, function and replication; chromosomes; and genes.
Unit 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
Locations: To be advised.
Prerequisite(s): To be advised.
Content: To provide students with the knowledge and skills to be able to recall and apply key principles underpinning issues of concern about any specific type of environment.
Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The purpose of this unit is to provide learners with the knowledge and skills to undertake, analyse, and report on simple scientific experiments and investigations.

Unit 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. The anticipated methods of assessment will be oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: To provide participants with the knowledge and skills to identify cell organelles and structures, state their functions and outline various cellular life-supporting processes.

Unit 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

Locations: To be advised.

Prerequisite(s): To be advised.

Content: 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.

Unit 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 perform and perform a simple dissection safely, and record observations. The anticipated methods of assessment will be oral and written questioning—oral presentation—practical demonstration—research assignment—written report.

VPAU076 CONDUCT SIMPLE DISSECTIONS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: This unit covers the knowledge and skills required to conduct simple dissections using material from available mammalian body systems.

Unit 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 correctly label 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.

VPAU077 APPLY MATHEMATICAL TECHNIQUES TO SCIENTIFIC CONTEXTS

Locations: To be advised.

Prerequisite(s): To be advised.

Content: The purpose of this unit is to provide learners with knowledge and skills related to basic statistics, functions and their graphs, trigonometric graphs, exponents and logarithms and introductory calculus.

Unit Hours: 50

Required Reading: To be advised.

Assessment: To be advised.
VPAU668 PERFORM MICROCHIP IMPLANTATION PROCEDURES ON CATS AND DOGS

Locations: Werribee, Industry

Prerequisite(s): To be advised.

Content: 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.

Unit Hours: 16

Required Reading: None required

Assessment: Written, practical (including a log of having implanted 15 microchips correctly, under supervision), verbal questioning.